

VIVEK P

ACCOUNTANT

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Dubai, UAE

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Profile

Emerging accounting professional and qualified commerce graduate, over 1.5 years of experience in accounting and auditing. I'm now looking to grow my career with a company where I can contribute to smooth financial operations and continue learning. I take pride in keeping records accurate and maintaining strong internal controls. I'm detail-oriented, organized, and strong attention to detail, solid mathematical skills, and working knowledge of GAAP.

Work Experience

❖ Audit Assistant

Shaju & Associates (CHARTERED ACCOUNTANTS). 2024 – 2025 Kerala, India

Duties & Responsibilities

- Prepare and maintain accurate financial statements, reports, and ledgers.
- Assist in preparation and finalization of accurate Financial Reports to specific deadlines.
- Preparation of bank reconciliation, Credit Card reconciliation, GST Reconciliation, expense tracking, and cash flow monitoring.
- Post financial transactions in accounting software and system up to date.
- Preparing and analysing financial statements like Trail Balance, Profit & Loss account, Balance Sheet.
- Provide directions and advice to the clients and their staff for keeping accurate books of accounts.
- Handle monthly, quarterly, and yearly financial closing processes.
- Ensure timely submission of GST returns, TDS payments and compliance with tax regulations.
- Prepare and maintains accurate records and reports of payroll transactions.
- Monitoring spending and budgets.
- Perform year-end accounting activities such as reconciliations and closing journal entries.

❖ Accounts Training Internship

BLUCEPZ- 2023 – 2024. Kerala, India

Duties & Responsibilities

- Handling of petty cash transactions and maintained accurate financial records.
- Prepared day books, ledgers, quotations, invoices, and delivery notes.
- Recorded journal entries and assisted with account maintenance and reconciliation.
- Conducted bank reconciliations to match company books with bank statements.
- Assisted in preparing trial balance, profit and loss statements, and balance sheets.
- Preparing Account receivable & payable reports of all customers and suppliers.
- Maintained proper documentation and filing of invoices, receipts, and other financial documents.
- Supported payroll processing, including salary calculations and related accounting entries.
- Analyzed business processes as an SAP Business Process Analyst to identify and implement improvements.
- Configured SAP modules, including master data setup, transactional workflows, and reporting tools.

Skills

- Excellent knowledge of MS office
- Attentive learning
- Accounting software proficiency
- Problem solving
- Budgeting and forecasting
- Book keeping
- Good understanding of accounting
- Excellent attention to detail
- General ledger maintenance
- Auditing

Education

- 2023 – 2024 International Certificate of Finance Management (ICFM) -IAAP LONDON, UK
- 2020– 2023 Bachelor of Commerce - University of Calicut

Certificate Courses & Training

- Tally Certification
- SAP FI – Co Power User Course Certification.
- Microsoft Office Specialist.
- GCC VAT.
- GST

Computer Proficiency

- Microsoft Excel
- Microsoft Word
- Tally Prime
- SAP
- Tally Erp-9
- Quick Books
- Peachtree

Languages

- English
Professional working proficiency
- Hindi
Professional working proficiency
- Malayalam
Native or Bilingual Proficiency

Personal Information

- Passport No : C2373531
- Date of Birth :24/04/2002
- Gender : Male
- Visa Status : Visit visa
- Nationality : Indian

Declaration: -

I hereby declare that all the statement made in the applications are true and complete to the best of my knowledge and belief. I have not suppressed any information.

Vivek P