



# VIJAYKARTHIK

## Accountant

### Profile

Commerce & Professional Graduate having over 10 years' experience in handling accounting functions in reputed companies in diverse industries in India and U.A.E. Seeking challenging responsibilities at accounting position to utilize experience and core competencies effectively for professional and personal growth in.

 +971-559338060

 vijaykarthikt81@gmail.com

 Dubai, U.A.E

### Education

**MBA**  
**Madurai Kamaraj University**  
2005

**B.com**  
**Bharathidasan University**  
2001

### Expertise

Accounting & Finalization

Budgeting

Auditing

Microsoft Excel, word, etc

Accounting software GP, Tally

### Language

English

Tamil



### Work Experience

**2011 To 2021** **TULIPA LANDSCAPING LLC**  
*a part of ARJ Holding Group, Dubai, U.A.E*  
Sr.Accountant

- Compilation of financial statements.
- Maintaining daily cash flow statement.
- Co-ordinate with Bank RM to get facilitate banking works.
- Handled Letter of Credit for import and export LC
- Arranging Bank Guarantees as per project needs.
- Preparing VAT filing & returns.
- Receivables follow up and updates on daily basis.
- Preparing to issue the supplier payments on the basis of due date
- Monitoring daily bank position and funds management.
- Co-ordinate team work to achieve targets.
- Monthly billing and payment certificate follow-up.
- Analyzing and reporting project cost.
- Payroll process.
- Maintaining asset register.
- Passing monthly GL entries like rent, deprecation, overheads etc.
- Preparing Profit & Loss report & Balance sheet.
- Annual audit preparation.
- Budgeting

**2006 To 2011** **AL SUWAIDI COMPUTER CO. LLC,**  
*Dubai, U.A.E*  
Accountant

- Efficiently handled Petty Cash.
- Handling Accounts receivable and Payable.
- Payment follow up with customers for the due payments.
- Posting GRV for all purchase invoices.
- Managed accounts book-keeping.
- Daily banking works.
- Reconcile Bank's accounts.



## AL SUWAIDI COMPUTER CO. LLC,

- Meeting with customer placesto solving the payment issues.
- Preparing daily attendance and overtime report for all employees.
- Preparing customer aging report to followup due payments
- Preparing Attendance register for payroll process
- Monthly Salary dispense to the employee.



## Technical Skills

- **DISM** Aptech Computer Education, (2001)
- **Typewriting** English Junior Grade (2001)
- **Tally 7.2** CSC computer Education



## Personal details

- Date of Birth : 04-07-1981
- Nationality : Indian
- Marital statis: Married



## Passport & Visa details

- Passport No : M 7030362
- Place of Issue : Dubai
- Date of Issued : 23.03.2015
- Date of Expired : 22.03.2025
- Visa status : Tourist Visa
- Visa Validity : 60 days
- Visa valid Till : 17-12-2023

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