

Vipin. M Dubai

[vipinm442@gmail.com](mailto:vipinm442@gmail.com)

+971 58 976 9359



Looking for a challenging opportunity as Accounts Officer in a reputable organization, where I can prove my ability and skill.

## Personal Details

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**Birth Date:** 1990-12-05

Gender: Male

Passport No. V9293913

Nationality: Indian

## Work Experience

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### Senior Accountant

Elementary Bim project management services llc

December 2019 to Present

### Accounts Officer

ARCHANA GROUP OF COMPANIES - Kollam, Kerala

November 2011 to Present

**COMPANY PROFILE:** Archana Trading Company, Archana Fuels, Archana Royal Park, Hotel Archana, Archana & Anupama Theatures & Archana Travels

2. DESIGNATION: AUDITOR

COMPANY: MUTHOOT FINCORP LTD. TRIVANDRUM

3. DESIGNATION: EXECUTIVE-FINANCE & ACCOUNTS DEPARTMENT

COMPANY: MINDA KYORAKU LTD. BANGLORE

### JOB RESPONSIBILITIES:

- Daily account credit & debit statement making and checking.
- Controlling all accounts
- Making Income statement company wise
- Making final statements of each companies
- Checking of accounts day to day basis
- Co-ordination with bank for funds ie, credit and debit
- Full controlling of Head office accounts
- Monthly wise account checking with CA
- Monthly inspection to assigned branches
- Monthly bank reconciliation
- Maintain all financial book
- Work with bank software
- Handling the liquid and fixed assets
- Monitored and maintained all bank audit functions

- Responsible for all auditor reports and evaluation of findings
- Worked closely with external auditors and state and federal examiners
- Participated in internal bank committee meetings
- Managed follow-up on audit results and implemented necessary action
- Designed and implemented programs that evaluated assets and controlled risk
- Making sales invoice, rejection invoice, Scrap invoice, Foc invoice
- Bill booking, RG -I updating
- Gate entry verification
- Sale tax filing, Cen vat filing, Service tax bill filing
- OBD clearing, checking for pending out bond deliveries, GR IR Clearing.
- Cash disbursement(petty cash) and control bank balance.
- Vendor reconciliation & vendor clearing.

### **Accounts Executive**

Beta surgical company llc  
March 2017 to December 2019

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## Education

### **S.S.L.C in KRKPMBHSS**

GOVT Boys Higher Secondary School - Adoor, Kerala, IN

### **B. Com**

El Shaddai College of Advanced studies - Adoor, Kerala, IN

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## Languages

- English - Fluent
- Hindi - Intermediate
- Malayalam - Expert
- Tamil - Intermediate

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## Additional Information

### SKILL SETS:

#### Operating Systems

- MS Word, MS Excel, Power point, SAP, TALLY ERP