



PERSONAL INFORMATION

CURRENT LOCATION:

Dubai, United Arab Emirates

NATIONALITY:

Indian

DATE OF BIRTH:

09/08/1999

MARITAL STATUS:

Not Married

CONTACT

PHONE:

+971 565316268

EMAIL:

Vishnutedappal@gmail.com

VISHNU T

Accountant Executive

OBJECTIVE

Qualified accountant having 2 years' experience in a leading automobile industry in Kerala, India. Finance and management accounts Seeking a position of accountant in your organization to utilize my educational qualification, bookkeeping, analytical skills and computation for mutual growth and success.

QUALIFICATIONS

- **Bachelor of Commerce, Finance and Auditing**
(University Of Calicut)
April 2017 – April 2020
- **Higher Secondary**
(GHSS Kumaranellur,Kerala)
July 2014 – April 2016
- **SSLC**
(GHSS Kumaranellur,Kerala)
March 2014

WORKING EXPERIENCES

THE DUBAI MALL (Emaar Malls Group PJSC).
IFS-SFM CAFM Administrator (Maximo)
June 2022- Present

Responsibility:

- To monitor, plan and schedule both the PPM and reactive workloads for both in house staff and contractors.
- Create and generate all required facilities management corrective and reactive work orders. Review and edit closing notes on all work orders.
- Assigning and following up for pending SR/PPM closing within SLA timing.
- Report to FM engineer and FM manager on job progress and issue on daily basis.
- Acknowledge mails and handling calls from client or ensure and provide them Accurate data or information.
- Coordinate with IT department and solve the CAFM issues for internal staff.
- Updating of any new assets and PPM changes.
- Monitor PPM workloads and issues to ensure that the completed-on priority basis.
- Preparing Daily/ Weekly/ Monthly reports.

ADDITIONAL INFORMATION

PASSPORT NO:

U2750219

LANGUAGE(S):

- English – Advanced
- Hindi – Expert
- Malayalam – Native

DRIVING LICENSE:

India

MARVELS CAR SERVICE CENTER PVT LTD

(Accountant Executive)

April 2020 – May 2022

Responsibility:

- Perform monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, coordination and completion of annual audits, and reviewing financial reports/support as necessary.
- Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation and analysis.
- Improve systems and procedures and initiate corrective actions.
- Collect and organize invoices for timely and mannered payments according with credit agreement to keep good b2b relationships.
- Responsible for day to day finance and accounts operations
- Reconcile and audit statements to make sure all liabilities and payables are accounted properly.
- Design effective budget models for departments and the entire company to analyze revenues, expenditures and cash management information to ensure all operations are within budget and reporting to managers to forecast future budget needs.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates. Prepares and maintains accurate records and reports of payroll transactions. Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Handling petty cash and operational cash for business transactions.

SKILLS AND ATTRIBUTES

- Knowledge of Accounting Practices
- Proficiency in Accounting Software Like Tally Erp, MS Suites And SAP Systems
- Ability to Prepare Financial Statements
- Custom made software like Busy.
- Knowledge of General Business Practices
- Leadership qualities
- Ability to Analyze Data
- Advanced Excel knowledge, MS office, PowerPoint, Word.
- Good interpersonal and Communication Skills
- Hardcore experience in ADCFA
- Ethical and honest in regard to my tasks

DECLARATION

I solemnly declare that all the information furnished above is factually correct and true to the best of my knowledge and belief.

Place : Dubai

Date :

VISHNU T