

Vishnu Jayakumar

Accountant
Al Rigga, Deira, Dubai
0527944626 • vishnu.jayakumar.p@gmail.com



Personal statement

A conscientious and professional accountant/bookkeeper with extensive experience in accounts, audits, payroll administration and bookkeeping, currently seeking a new position in a well-established firm. Proficient in accounting across multiple contexts and environments for seven years plus. Adept at all functions of accounting, including general ledger accounting, book keeping, tax calculation, audits, accounts receivable / payable, finalization, payroll and providing executive administrative support. Recent achievements with my current employer include proper filing of documents and the implementation of online wages processing system, which helps to reduce the paperwork and increase efficiency in salary transfer.

Willing to relocate: Anywhere

Visa status: Visit visa (Until 06-Jan-2024)

Key Skills

- *Time Management, reliable and professional attitude*
- *Proficiency in all areas of Microsoft Office (Excel, access, word, Power Point and accounting software (Tally ERP 9, SAP Business one, HTML etc.)*
- *Excellent communication skills, both written, verbal and numerical skills*
- *Analytical, problem-solving skill, self-starter, self-review and well organised*
- *Active learner, detail oriented and a good team player*

Employment History

Senior Accountant, K O Biju Associates, Trivandrum, Kerala, India

(June 2023 – October 2023) – Public accounting firm

Achievements:

Successful completion of audit works.

Timely filing of tax returns.

Liaison with tax officials.

Responsibilities:

- *Assist in audit works (Glass point hardware shop – TVM).*
- *GSTR and TDS filing for various clients.*
- *Payroll processing for clients.*
- *Maintaining of books of accounts in Tally prime (Various clients).*
- *Reconciliation of client's bank account*
- *Prepare and maintain cash book, ledgers for various clients.*

Senior Accountant, Al Meera Kitchens LLC, Doha, Qatar

(October 2017 – May 2023) – Related to manufacture, sales and installation of kitchen interior (Wardrobe, worktop, appliances etc.) Head Office - UAE

Achievements:

- Organised weekly meeting with the sales manager, to follow up the pending collection from the customers which help to clear 95% of receivables and bad debts
- Implemented a new filing for files, resulting in greater ease of access and a more time efficient process.
- Strict supervision over petty cash expense, reducing unnecessary expenditures and frauds
- Implemented finger punching attendance machine in warehouse, to ensure proper attendance and working time of workers

Responsibilities:

- Heading its Qatar branch finance operations
- MIS reports to management on regular basis (Daily report, monthly sales report, weekly collection report and month end closing report to head office -Dubai)
- Ensuring the updated bookkeeping and maintain daily petty cash (under Imprest system)
- Planning, budgeting and supervise petty cashier
- Procure to pay (P2P) - accounts payable invoices processing and process all kinds of invoices like PO invoices, credit note and non-PO invoices (SAP Business one)
- Order to cash (O2C) - billing and receipt vouchers for accounts receivables and debit note (SAP Business one)
- Record to report (R2R) - recording and posting entries to final reports
- Analysing and resolving the blocked invoice (interacting with the suppliers)
- Handling payroll, salary transfer (Online WPS system) and employee benefits calculation
- Liaison with bank officials and external auditors
- Maintain updated ageing (interacting with clients) and bank reconciliation

Accountant, German Tech, Thiruvananthapuram, Kerala - India

(May 2016 – Mar 2017) – Related to sales and service of Skoda and Volkswagen vehicles

Achievements:

- Implementation of Tally ERP 9 accounting software, which helps in time management and inventory management

Responsibilities:

- Maintain petty cash (under Cash system) and MIS reports on daily basis - Excel (Daily report, sales report, service report and month end closing report etc.)
- Recording journal entries according to the proper accounting concepts in Tally ERP 9 and billing (AR) in Tally ERP 9
- Process all kinds of invoices like PO invoices, debit note, credit note and non-PO invoices
- Analysing and resolving the blocked invoice (interacting with the suppliers)
- Preparation of bank reconciliation (Monthly)
- Handling payroll and salary transfer
- Filing of Kerala Value added Tax (KVAT) returns and make e payment
- Accounts payable invoices processing and payment (through online or cheques) (P2P)
- Proper follow up with customers for pending collection and update aging
- Monthly income statement and inventory statement

Article Clerk, N Gowthaman & Co, Thiruvananthapuram, Kerala - India
(October 2012 – April 2016) – Public accounting firm

Achievements:

- ***Successfully completed chartered accountancy article ship, helps in gaining more practical experience from multiple accounting environment***

Responsibilities:

- ***Assisted in statutory audit and tax audits of various industries (i.e., checking vouchers up to finalisation of accounts – Hilton Garden Inn, Lake Place Resort, Soorya Pharma)***
- ***As a team member in statutory audit of Union bank of India***
- ***Interacting with the client / internal people query and resolve it***
- ***Prepare and maintain cash books, ledgers for various business clients in Tally ERP 9***
- ***Filing of KVAT returns under Kerala Vat rules for various traders and industries***
- ***Filing of income tax, TDS return and assisting in the preparation of project reports***

Education

CA Article ship completed (2012-2016)

- ***Institution- Institute of Chartered Accountants of India***
- ***Duration- Four years (2012-2016)***
- ***Firm: N Gowthaman and co., Trivandrum***

Master of commerce (Accounting & Finance) – UAE attested
(May 2014 – July 2016)

- ***Duration – 2 Years***
- ***College – Annamalai University***
- ***Marks/ percentage: 64.5 %***
- ***Attestation: UAE***

Diploma in professional accounting
(August 2011 – August 2012)

- ***Duration – 1 years***
- ***College – Kerala accounts service society***
- ***Grade – A***

Bachelor of commerce (Computer application with electronic data processing) –
UAE & Qatar attested
(June 2007 – June 2010)

- ***Duration – 3 years***
- ***College – University of Kerala***
- ***Grade – 64 %***
- ***Attestation: UAE & Qatar***

Hobbies & Interests

Hobbies

- *Reading*
- *Watching movies*

Interests

- *Cricket*
- *Athletics*
- *Exploring new destinations*

Linguistics Skill

- *Malayalam – Mother tongue*
- *English – Fluent*
- *Hindi – Intermediary*

Technical Skill

- *SAP Business One*
- *Tally ERP 9 & Prime*
- *MS Office*
- *Internet*
- *HTML*
- *QuickBooks (Basic)*

Certification

- *Information technology training course (Certificate. No – S1028/2013/01071)*
- *Article ship completion (Student reg.no – IIPCC/SRO0435790)*

Personal Information

- *Date of birth – 08-July-1989*
- *Nationality – Indian*
- *Passport number – Z3517928*

References

References are available upon request.