

# Vivek Raju

ACCOUNTANT

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations. Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Seasoned auditing professional knowledgeable about risk aversion strategies, cost reduction options and financial processes. Decisive and persuasive communicator with proven problem-solving, leadership and planning abilities.

## Work History

2020-12 - 2022-03	<div><b>Accountant</b></div> <div>Muthoot Vehicle and Investment Finance Ltd., Kollam</div> <div><ul style="list-style-type: none"><li>Reconciled accounts and reviewed expense data, net worth, and assets</li><li>Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations</li><li>Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions</li><li>Used advanced software to prepare documents, reports, and presentations</li><li>Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions</li><li>Improved data collection, financial analysis and financial modeling to optimize practices and retain customers</li><li>Handled day-to-day accounting processes to drive financial accuracy</li><li>Researched technical tax issues to define tax effect or impact of certain tax positions</li></ul></div>
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## Contact

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## Competencies

Schedule Management	●●●●●
Upper intermediate	
Finance	●●●●●
Upper intermediate	
Administrative support	●●●●●
Upper intermediate	
Financial Management	●●●●●
Upper intermediate	
Account reconciliation processes	

- Modified comprehensive reporting to reflect changing financial structure
- Tracked funds, prepared deposits and reconciled accounts
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues
- Partnered with auditors to track errors and add contributions to maintain accuracy
- Collected and reported monthly expense variances and explanations
- Identified legal tax savings and recommended ways to improve profits
- Diminished outstanding debts by analyzing accounts for issues

## Education

2018-01 - 2020-12	<b>Bachelor Of Commerce (B.COM)</b> MADURAI KAMARAJ UNIVERSITY - TAMILNADU (75%)
2013-06 - 2015-03	<b>High School Diploma</b> MAYYANAD HIGHER SECONDARY SCHOOL - MAYYANAD, KOLLAM (70%)
2012-06 - 2013-03	<b>XTH CBSE</b> K P M MODEL SCHOOL - MAYYANAD KOLLAM (65%)

## Interests

CRICKET

FOOTBAL

CHESS

●●●●●●  
Advanced

Cash Flow analysis  
●●●●●●  
Upper intermediate

Budget Analysis  
●●●●●●  
Upper intermediate

Budgeting  
●●●●●●  
Upper intermediate

Partnership accounting  
●●●●●●  
Upper intermediate

MS Office Suite  
●●●●●●  
Upper intermediate

## Languages

ENGLISH

HINDI

TAMIL

MALAYALAM

## Software

Ms office  
●●●●●●  
Advanced

Autocad  
●●●●●●  
Advanced

C.A.D and C.A.M  
●●●●●●  
Advanced

MYSQL  
●●●●●●  
Upper intermediate