



# VIJAYASREE M

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## PROFESSIONAL SUMMARY

Motivated and detail-oriented M.Com graduate with a strong academic background in finance, accounting, and business management. Equipped with a solid understanding of corporate operations, financial principles, and market trends. Skilled in MS Office, data analysis, and report preparation, with a keen interest in contributing to organizational growth. A quick learner with strong communication and problem-solving abilities, actively seeking a challenging position in a reputed company where I can grow professionally while adding value to the team.

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## WORK EXPERIENCE

### Accountant cum Admin

**Ceed International, Chattanchal, Kerala, India | Apr 2023 – Mar 2025**

- Managed comprehensive accounting functions including ledger maintenance, bank reconciliations, and preparation of financial statements in accordance with accounting standards.
- Ensured timely and accurate processing of invoices, payments, and payroll, maintaining compliance with company policies and statutory regulations.
- Conducted budget monitoring and variance analysis to assist senior management in financial planning and control.
- Coordinated with auditors during internal and external audits, providing necessary documentation and resolving discrepancies.
- Assisted with the preparation of Tax returns and maintained compliance with tax regulations. Worked with accounting software (Tally and QuickBooks) to input and verify transactional data.
- Implemented efficient accounting systems and processes to enhance accuracy and reduce manual errors. Prepared tax returns and ensured adherence to tax laws, optimising tax liabilities and compliance.
- Generated detailed financial reports and presented findings to stakeholders to support strategic decision-making.
- Performed bank reconciliations and updated cash books on a regular basis.
- Use accounting software such as Tally ERP and MS Excel for efficient financial record keeping and reporting.
- Managed petty cash, maintained proper documentation, and ensured compliance with company policies.

### Assistant Professor

**CAS Manjeswaram, Kumble, Kerala, India | Aug 2022 – Mar 2023**

- Delivered comprehensive lectures and facilitated discussions in commerce-related subjects, fostering a dynamic and engaging learning environment.
- Developed and updated course materials, lesson plans, and assessments aligned with curriculum standards and learning outcomes.
- Guided and mentored students in academic projects, research activities, and career development initiatives.
- Participated in departmental meetings and contributed to curriculum development and quality assurance processes.
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### Assistant Professor

**Sa-adiya Arts and Science College | Nov 2021 – Aug 2022**

- Delivered subject-specific instruction and conducted interactive sessions to clarify complex topics in commerce and business studies.
- Prepared detailed lesson plans incorporating case studies, real-world examples, and multimedia tools to enhance student comprehension.
- Evaluated student performance through assignments, tests, and presentations, providing constructive feedback for improvement.

## **HSS TEACHER (Commerce)**

**SEMRSS School, Deli | Jun 2019 – Nov 2021**

- Delivered high school commerce education, covering core subjects such as accounting, economics, and business studies, adhering to the academic syllabus.
- Designed and implemented innovative teaching methodologies to cater to diverse learning styles and improve student engagement.
- Prepared and administered periodic examinations and assessments to track student progress and achievement.

## **ONLINE TUTOR - Commerce (Part-time)**

**Ceed International | 2020 – 2022**

- Delivered personalized online tutoring sessions in commerce subjects to students across various academic levels, using digital platforms.
- Developed customized lesson plans and learning materials tailored to individual student needs and learning objectives.
- Monitored student progress through regular assessments and provided targeted feedback to enhance understanding and retention.

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## **EDUCATION**

**Advanced Training Course in Taxation and VAT – UAE**

Skillmount Management Training Centre LLC

**Master of Commerce in Finance**

Govinda Pai Memorial Govt. College Manjeswaram, Kannur University | 2017 – 2019

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## **CERTIFICATIONS & TRAINING**

### **Internship**

Capella Tax Consultancy, Al Ain, UAE

- **Completed an internship focused on practical aspects of taxation and VAT.**

**Advanced Training Course in Taxation and VAT - UAE**

Certified by Skillmount

### **NET Certification**

Certified by University Grants Commission (UGC)

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## **SKILLS**

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|-----------------------------------|---------------------------------|-------------------------------|
| • Computer and Technical Literacy | • Cash Book Maintenance         | • Cash Flow Analysis &        |
| • Collaboration                   | • Ledger Management             | Liquidity Management          |
| • CustomerService                 | • Balance Sheet P&L Preparation | • Internal Controls           |
| • Organisation and Scheduling     | • Bank Reconciliation           | • Teamwork & Collaboration    |
| • Data entry                      | • Time Management               | • Petty Cash Management       |
| • Accountability                  | • Communication Skills          | • Adaptability & Flexibility  |
| • Attentionto detail              | • Problem Solving Skills        | • Customer Service Excellence |

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## **TECHNICAL SKILLS**

- Microsoft Office Suite (Advanced Excel, Outlook, Word, PowerPoint)
- SAP B1 (Business One), SAP FICO (Financial Accounting and Controlling)
- Tally ERP-9, Tally Prime
- QuickBooks
- Zoho Books

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## **LANGUAGES**

**English-** Proficient    **Hindi-** Proficient    **Malayalam-** Native **Tamil-** Intermediate