

VIKAS FRANCIS

E-mail: vikasfrancis56@gmail.com

Mobile : +91 907 200 5931



OBJECTIVE

To Work in Challenging environment that would best utilize my potentials for the growth of company and me.

WORK EXPERIENCE

Accountant : Four Year Experience - June 2016 to August 2020

Company : Qatar Intercare Technical Services Doha – Qatar , Pin :18442

Clerical Staff: One Year Experience – June 2015 to April 2016

Company : HDFC Bank, Pattom – Thiruvananthapuram, Kerala,India Pin :695004

Job Profile-Role & Responsibilities:

- Experience of handling journals,general ledgers accounts payable, accounts receivable,billing and other records detailing financial business transactions.
- Accurately and promptly processing documentation includes Quotation,LPO,DeliveryNote,DebitNote,CreditNote,Invoices,Receipts,Bank Deposit Vouchers etc.
- Responsibility of Petty Cash
- Periodically updating ageing reports of Debtors,Creditors and Outstanding for coordinating collections & payments.
- Preparing bank reconciliation as well as Debtors & Creditors account.
- Manage & control inventory, Maintaining order register,Material Inward and Outward book & Conduct physical verification of stock on random basis
- Through knowledge in areas of budgeting,financial reporting,forecasting,and analyzing
- Expertise in preparing and reviewing monthly,quarterly and annual financial reports.

- Prepare & Maintain Payroll, Leave Pay & End of Service, Indemnity provisions, employee loans and advances and other benefits & financial settlements etc
- Maintaining and recording monthly accruals, Prepaid Differed, Depreciation & Amortization, provisions and other adjustments on monthly basis.
- Preparing various financial reports on timely manner includes T/B, P&L, B/S, Cash Flows and Aging Reports etc.
- Assist with Internal & External Auditors during audit period

SUMMARY OF SKILLS

- Profound knowledge of this field and ability to assimilate the skills for better results
- Excellent verbal communication and written skills.
- Good organizational skills and problem solving attitude
- Ability to grasp new concepts in less time

COMPUTER PROFICIENCY

- SAP – FICO Certified by Donn Systems
- Tally ERP Certified by IT@ School Government of Kerala
- MS Office, DTP, C++ Program Certified by IT @ School Government of Kerala

EDUCATIONAL QUALIFICATIONS

Name of Course	Group	Pass out year	Institution	Affiliated to
Master of Business Administration	Finance and Marketing	2016	IAMS Trivandrum	University of Kerala
B.Com	Computer Application	2013	Malankara Catholic College	University of Manonmaniam Sundaranar
Plus Two	Humanities	2010	St.Goretti HSS Kollam	Board of Kerala
SSLC	HSE	2007	Leo XIII HSS Pulluvila	Board of Kerala

STRENGTHS

- Self – Motivated
- Honest
- Adaptability
- Optimistic
- Persistence
- Decision Making
- Professionalism

PERSONAL INFORMATION

Date of Birth : 16-07-1990

Nationality : Indian

Passport No : **L9916447**

Passport Expiry : 16-06-2024

Gender : Male

Father's name : Francis

Religion : Christian

Marital Status : Married

Languages : English, Malayalam, Hindi and Tamil

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

VIKAS FRANCIS