**Vinaya Samuel**

House No-2,Near Federal Bank,

Shankar Nagar,Raipur  
Mobile: 8959781252

**Email: Vinaya**[**samuel2512@gmail.com**](mailto:samuel2512@gmail.com)

**Career Objective**

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career

**PROFESSIONAL EXPERIENCE**

**Total Experience- 6.7 Years**

* Previous Employer: Indian Broiler Group (ABIS) Rajnandgaon(C.g)

Designation: Account Executive

Duration: 20th May 2013-10th March 2016

**Key Roles & Responsibility:**

* Preparing A/c Payee, NEFT/RTGS ,PDC cheques & Managing all banking activities
* Identifying unpaid invoices and then flagging them up for action.
* Matching vendor invoices against the receipts of Purchase Orders
* Ensuring that Key suppliers are paid to corporate timelines.
* Creating payments to vendors, Transporters and Field staff.
* Preparing Graph of expenses for field staff’s and reporting it to Director.
* Branch reconciliation(Sister Concern’s)
* Providing schedules/balance confirmations (Bank balance, Impress balance) Other details to corporate/auditors
* Handling Petty Cash

**SAP FI Skills:-**

**Accounts Payable**

* + - Bank Reconciliation Statement in SAP
    - Creation of new Vendor and Customers Master Data.
    - Incoming PO & Non PO Invoices Posting and Make Payments in SAP sys
    - G/L Entries Transfer &Posting of credit memo
    - Posting of Advance Receipt, clearing of outgoing and down payments
    - TDS & Service tax deduction on Payment or Invoice or Advance booking
    - Reconciliation of Weekly, Monthly wages and Salary
    - Posting of freight Invoices and Cash Journals
    - Checking and Executing C-form No. in Sap
    - Accounting of service bills & Deduct TDS like 194C, 194H, 194I, 194J

Employer: Ratnam Engineering Corporation, Bhilai (C.G)

Duration: July 2012-May 2013

Designation: Accountant

**Roles & Responsibility:**

* Assisted in Maintaining general ledger accounts and related activities for the production of financial statements reports.
* Assisted and reviewed various accounts, corrected any errors
* Looking after Monthly work Bills & follow up for payment collections.
* Checking of Physical Cash Balance.

Employer: A.P Moller-Maersk Group of Companies, Pune (MH) Duration: Sept 2009 - June 2012

Designation: Senior Associate, Finance Division

**Roles & Responsibility:**

* Comply with all the instructions prescribed by Customs and Port authorities.
* To ensure that there is no fines / demurrage charges are applicable to the company
* Deal with all Claims issues and ensure that queries are handled successfully.
* Responsible for the best service provided to the customer
* Involved in preparing monthly management accounting Reports
* Ensure freight and other charges are correct

**ACADEMIC PROJECT**

Organization: Fleet guard Filters Pvt. Ltd, Pune (Cummins Group)   
Duration: (June-august 2008)   
Topic: Cash Flow Analysis

**Project Description**

> To examine income and growth of a business.  
> To examine major ways to protect cash flows.  
> To examine pitfalls of business failure and how to avoid them.  
> To determine Operating, Investing and Financing Activities

> To evaluate the dangers of isolating Operating Cash flow  
> Working capital cycle

**EDUCATION**

* PGDM (Finance) with 64.7% from Sinhgad Technical Education Society,

Pune,(Mh)-2007-09

* **Advanced Diploma in Business Administration, Marketing** with 63% from Maharashtra state board of technical education, Mumbai. 2007-09
* **B.com** with 56% from Pt. Ravishankar University, Raipur, (C.g) - 2004-07
* **HSC (Commerce)** with 58%, Affiliated to CBSE - 2003-04
* **SSC** with 73.8%, Affiliated to Chhattisgarh board of secondary education 2001-02

**TECHNICAL SKILLS**

* ERP R/3- SAP FI ECC 6.0 Version
* Packages- Oracle, MS Office - Excel, Word, PowerPoint And Outlook
* Operating Systems- Microsoft Windows XP, 2007 and Vista
* Accounting Package- Tally 9 ERP

**PERSONAL DETAILS**

Father's Name: Mr. Dilip Samuel  
Date of Birth: 25.12.1986  
Permanent Address: House No-2, Street 7, Panchsheel Sec-B,

Pradipti Nagar, Durg (C.g)

Marital Status: Single  
Languages known: English, Hindi  
Sex: Female

I hereby declare that all the above details are true and correct to the best of my knowledge.

Current Location – Raipur (Chhattisgarh)