

RENJITH VIJAYAN

Dubai, UAE.

Mobile: 055 980 5200

Email: renjithvijayan1984@gmail.com

Visa Status: Employment Visa



SENIOR ACCOUNTANT / ACCOUNTS PAYABLES

Offering a sterling experience of over 12 years and more across the industry

PROFILE

- Seasoned Professional offering over 12 years and more experience, currently pursuing as Senior Accountant with M/S VERTECO TURNKEY PROJECTS LLC, DUBAI, UAE

Core Competencies

• Team/ Relationship Management • Team Leader • Cash Management • Accounts Management •
• Fund Management • Inward /Outward Clearances • Payroll Processing • Accounts Payables •
• Maintenance of Records • Bank Reconciliation • Inter Branch Reconciliations •
• Financial Projections • Accounts Finalization works • Management Reports •

EDUCATIONAL CREDENTIALS

Pursuing CMA (IMA)

Zabeel International Institute of Management and Technology, Dubai, UAE.

Master of Business Administration in Finance (MBA Finance)

Allama Iqbal Institute of Management under Kerala University, Kerala, India.

Master Degree in Commerce (M.COM)

Annamalai University, Tamil Nadu, India.

Bachelor of Commerce with Computer Application (B.COM)

Kerala University, Kerala, India.

PROFESSIONAL EXPERIENCE

M/s. Verteco Turnkey Projects and M/s. Scents & Co. Trading LLC, Dubai, UAE.

Senior Accountant - since January 2018

M/s. Trax Marketing Consultancy and M/s. Promotek Promotion LLC, Dubai, UAE.

General Accountant - October 2013 to December 2017

AJITH J & Co, KVAT Consultants & Practitioners, Kollam Dist., Kerala, India

Accountant - August 2012 to July 2013

Accounts Assistant - September 2009 to December 2010

Ernst & Young Global Shared Service, Techno Park – Trivandrum, Kerala

Research Analyst - January 2011 to June 2012

Cherian Thomas & Co, Chartered Accountants, Kollam Kerala

Accountant & Audit Assistant - June 2004 to April 2007

Major Responsibilities in VERTECO Turnkey Projects LLC and Scents & Co. Trading LLC

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analysing account Information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other statements.
- Supervised the accounting department in the areas of accounts receivables and accounts payables & Produces payroll by initiating computer processing.
- Bank Reconciliations and Inter branch reconciliations & preparation and submission of VAT returns.

Major Responsibilities in previous companies

- Computer Accounting up to finalization.
- Maintaining Books of Accounts, such as debtors, creditors, payroll, PDC registration.
- Maintaining all Bank transaction, Reconciliation, Daily Banking.
- Monitoring Payable & Receivable review and finalize Weekly monthly collection reports.
- Preparing and Making Quotations, Invoices & Cheques.
- Preparing petty cash voucher and Handling Petty cash.
- Daily preparing deposit slips and cash slips & Posting chq deposits, cash deposits.
- Preparing monthly debtors & creditors balance statement and reconciliation.
- Company peer analysis studies and conduct secondary research in accordance with clients' business needs and objectives.

COMPUTER SKILLS

- ERP Next, QuickBooks Pro, Tally ERP 9, etc.
 - MS-Office including MS Word, MS Excel, MS Outlook, etc.
 - Windows XP, Internet applications, etc.
-

PERSONAL DETAILS

Date of Birth	:	20/12/1984
Sex / Marital Status	:	Male / Married
Nationality	:	Indian
Languages Known	:	English, Hindi, Tamil & Malayalam
Driving License	:	UAE Driving License & India Driving License
References	:	Available on Request

DECLARATION

I do hereby declare that all the above-mentioned details are correct to the best of my knowledge and belief, and I bear the responsibility for the correctness of the same.

Place: Dubai

RENJITH VIJAYAN