

# Vishnu Vasudevan

Senior Accountant

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## SUMMARY

A highly reliable and detail-oriented Senior Accountant with 12 years of experience in the UAE. Known for strong integrity, analytical mindset, and commitment to excellence. A trusted professional who supports management with clear financial insights and sound judgment, contributing to growth and stability.

## WORK EXPERIENCE

### SENIOR ACCOUNTANT | Najmit Arizona rent a car LLC

Sep 2014 - Sep 2024, Dubai, UAE

- Managed comprehensive accounting functions, including accounts payable/receivable, financial reporting and budgeting.
- Supervised a team of accounting assistants, providing training and mentorship to enhance team performance.
- Managed financial accounts, reconciling bank statements and monitoring cash flow to maintain accurate records.
- Managed customer accounts with a focus on prompt payments and superior service delivery.
- Streamlined accounting processes through the implementation of best practices, resulting in improved accuracy and efficiency.
- Collaborated with operations management to align financial goals with overall business objectives.
- Reviewed and reconciled bank statements, ensuring all financial transactions were accurately recorded.
- Coordinated internal and external audits, facilitating smooth operations and adherence to statutory requirements.
- Streamlined accounts payable and receivable processes, improving cash flow management and vendor relations.
- Prepared and processed financial documents, including invoices, bills, and accounts payable and receivable.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Prepared weekly, monthly and annual financial reports for analysis by senior accountants.
- Assisted with month-end and year-end close processes, ensuring timely and accurate financial reporting.
- Managed accounts payable and receivable according to terms of agreements.
- Used Microsoft Excel and Google Sheets to track financial metrics and produce graphs.
- Maintained accuracy when reviewing and reconciling general ledger.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable balances.
- Managed payroll function, ensuring accurate and timely processing of salaries, bonuses, and deductions.
- Trained junior accountants and finance staff, fostering a culture of continuous improvement and professional development.
- Implemented new accounting software, enhancing data integrity and reporting capabilities.
- Coordinated month-end and year-end close processes, ensuring accurate and timely financial reporting.
- Managed accounts payable and receivable, ensuring timely settlement of invoices and maximising cash flow.
- Coordinated with external auditors during annual reviews, facilitating a transparent and efficient audit process.
- Oversaw payroll operations, ensuring timely and accurate salary payments to all employees.
- Assisted in the negotiation of contracts with suppliers, securing favourable terms and reducing operational costs.
- Established and maintained relationships with banking institutions, optimising financial operations and services.
- Produced monthly and year-end closing statements, financial documents and invoices.
- Reconciled monthly bank statements and resolved discrepancies.

### Accounting Assistant | Europe Car Rent a Car & Tourist

Aug 2012 - Aug 2014, Sharjah, UAE

- Assisted in day-to-day accounting operations, including data entry, invoice processing, and reconciliation.
- Provided support to senior accountants in financial reporting and analysis, contributing to the accuracy of financial statements.
- Collaborated with the operations team to ensure seamless coordination between accounting and operational functions.
- Managed petty cash transactions and maintained detailed records of expenditures for accountability.
- Maintained general ledger with accurate, updated journal entries.
- Reconciled bank statements to maintain accurate financial records and identify discrepancies promptly.
- Prepared and processed financial documents, including invoices, bills, and accounts payable and receivable.

## EDUCATION

### Diploma of Higher Education in CERTIFIED PROFESSIONAL FOREIGN ACCOUNTANT [CPFA] | IPA

Jan 2012 - Dec 2012 • Kerala, India

### Bachelor of Commerce in Accounting | Calicut University

Jan 2011 - Dec 2011 • Calicut, India

## SKILLS

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- **Skills :** Financial reporting, Bank reconciliations, Bookkeeping, General ledger accounting, Excel proficiency, Payroll, Management accounting, Balance sheet competency, Accounting software expertise, Taxation knowledge, Fixed asset monitoring, Income statement reporting, Budget and cashflow, VAT preparation, Time management mastery, Credit control techniques, GAAP understanding

## CERTIFICATIONS

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[Diploma in Computer Application](#)

[Certification in ERP 9.0, Peachtree, QuickBooks](#)

[Certification in MS Excel](#)