

# RENJITH VIJAYAN

Dubai, UAE.

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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.

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## **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.
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## **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**