



ADHIL VP

ACCOUNTANT

Karama | UAE

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To work in progressive and challenging environment in finance and cost controlling related fields that provides an opportunity to be a key performer and a substantial contributor towards achieving organizational objectives. And I believe I can become an asset to an organization where I get an opportunity to showcase my skills and ability.

Experience

ACCOUNTANT

08/2022 – 07/2023

BUSINESS WORLD (Authorized Distributer of VIVO Smart Phones), KERALA, INDIA.

- Prepare monthly, quarterly, and annual financial statements in compliance with GAAP.
- Monitor and maintain internal controls and procedures.
- Ensure appropriate approvals prior in all type of payments like advances, utilities rents, fuel, and suppliers & other cheques. etc.
- Managing the Petty cash as per the business requirement and creating & updating expenses reports.
- Assist in annual budgeting and forecasting process.
- Reconciling the company's bank statements and bookkeeping ledgers.
- Handling monthly, quarterly, and annual closings.
- Monitor cash flow and cash management activities.

ACCOUNTANT

08/2021 - 07/2022

GULF COLLECTIONS MOBILE PHONE SHOP, KERALA, INDIA.

- Post and process journal entries to ensure all business transactions are recorded.
- Assisting the accounting functions of team of accountants in client's establishment and reporting to the management.
- Maintaining accurate financial records.
- Updating accounts payable as well as receivable.
- Utilize accounting software and financial systems to manage financial data efficiently.
- Ensure compliance with tax regulations, reporting requirements, and internal control procedures.
- Issuing invoices, preparing vouchers, and coordinating.
- Ensure tasks are delegated effectively and deadlines are met.
- Assisting in the internal Audit process.
- Maintaining the day-to-day accounts & daily bookkeeping.

JUNIOR ACCOUNTANT

06/2020 - 7/2021

ERAMBATH MARKETING, KERALA, INDIA.

- Manage and oversee the daily operations of the Accounting Department including month and Year end process, accounts payable and receivable, cash receipts, General Ledger, revenue, and expenditure variance analysis.
- Responsible for day-to-day accounting such as AR, AP, GL, Pricing, FA, and MIS reporting.

- Update accounts payable and perform reconciliations.
- Obtain, analyze, and evaluate accounting documentation, previous reports, data, flowcharts etc.
- Performing bank/Supplier/sales reconciliations.
- Preparation and distribution of Salaries of Staff.

Education

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

2020

UNIVERSITY OF CALICUT, *Kerala, India.*

Areas of Expertise

- ❖ Accounting
- ❖ Bookkeeping
- ❖ Accounts Payable & Receivable
- ❖ Bank Reconciliation
- ❖ Payroll processing
- ❖ VAT

Technical Skills

- ❖ Tally
- ❖ SAGE 50 Accounting
- ❖ QuickBooks
- ❖ Profit One ERP
- ❖ Admin ERP
- ❖ MS Office

Personal Details

Nationality	: Indian
DOB	: 09/10/1998
Marital status	: Single
Visa Status	: Visit Visa
Language	: English Malayalam