



## Vishnu Das

[vishnuvknair@gmail.com](mailto:vishnuvknair@gmail.com)

Mob: +971 505474407

## Summary

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Diligent, goal oriented & self-motivated professional with 5-year experience as a [Accountant](#). Aspire to be a part of a growing organization that can provide me a platform to utilize my skills and an opportunity for mutual growth. Also kick start a career whereby I can exhibit my potentials and qualifications progressively, to do justice respecting the confidence that would be conferred on me. So that I can create a niche for myself in the place I work for.

## Experience

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### Current Experience: - Working as Accountant at Exgo International, Dubai.

Since October 2019 till date.

- Preparing and maintaining important financial reports.
- Offering advice to organizations on how to reduce cost, improve their revenue, and boost profit.
- Manage all accounting transactions.
- Recording and categorizing expenses, and preparing financial reports.
- Conducting forecasting and risk analysis assessments.
- Keeping account books and systems up to date.
- Prepare budget forecasts.
- Report on the company's financial health and liquidity.
- Compute taxes and prepare tax returns.
- Ensure timely bank payments.
- Reconcile accounts payable and receivable.

## Accounts executive in a Pvt Firm at Dubai

- Document financial transactions by entering account information.
- Demonstrated attention to detail in handling all tax and general ledger accounting,
- Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.
- Guide accounting clerical staff by coordinating activities and answering questions.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing database backups.
- Produce error-free accounting reports and present their results.
- Direct internal and external audits to ensure compliance.
- Support month-end and year-end close process
- Contribute to a strong client relationship through positive interactions with client personnel.
- Communicate with Manager on work status and client issues that arise.

## Education

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- **Mangalore University -India**  
Bachelor Of Commerce  
Mainstream Accountancy
- **TM Vocational Higher Secondary School - India**  
Higher Secondary Education (Plus Two) 2011 – 2012

## Independent Coursework

- Diploma in Computer Application.
- Diploma in Gulf VATS
- Diploma in Manual and Computerized Accounting.
- Tally & Win Soft (Accounting Package)
- Microsoft Office – Excel, Word, and PowerPoint

## Languages

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- **English** - Full professional proficiency
- **Hindi** - Full professional proficiency
- **Tamil** - Limited working proficiency)
- **Malayalam** -Native speaker

## Personal Information

- Date of Birth : 19 – Jan - 1994
- Gender : Male

- Marital Status : Married
  - Nationality : Indian
  - Visa Status : Employment Visa
  - UAE Driving License : Automatic LMV .
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## Declaration

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I hereby declare that the above-mentioned information are correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place: Dubai**

**Vishnu Das**