



## VISHNU BABU

ACCOUNTANT

Address: Bur Dubai,

Dubai, UAE

Mobile: +971-564758933

EMAIL:

mail.babuvishnu@gmail.com

### **PERSONAL DETAILS:**

Date of birth : 08/02/1990

Sex : Male

Nationality : INDIAN

Marital status : Married

Passport no : U0452455

Visa Status : Employment

Visa

Notice period : Immediately

Salary expectation: Negotiable

### **SUMMARY**

Detail-oriented **Accountant** with more than 5 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures.

### **EXPERIENCE**

- ❖ Working as an Administrative Officer in Astute Business Services LLC Dubai (June 2023 – Present)
- ❖ Worked as a General Accountant in Smile Building Materials Trading LLC Ajman, UAE (October 2018- March 2023)
- ❖ Worked With Dream Computer Services Trivandrum, India as a IT Engineer-(October 2017- May 2018)
- ❖ Worked With KV Communication Trivandrum, India as a IT Technician -(July 2014- May 2017)
- ❖ Worked With MIC, Techno Park Trivandrum, India RevenueMed -(Jan 2013- Dec 2013)

### **PROFESSIONAL EXPERIENCE**

- ❖ Review Sales and Purchase entries on daily basis to ensure the daily reporting of Sales and P&L are accurate.
- ❖ Monitor the cash and bank movements on daily basis for reporting the balances daily.
- ❖ Review Receivables and Payables regularly for timely collection and Payments as part of cash flow analysis.
- ❖ Reconcile the bank statements with Cash Ledger to identify any exceptions.
- ❖ Ensure accurate and appropriate recording and analyzing of all revenues and expenses.
- ❖ Generate & Review the Trial balance to verify the ledger balances and investigate the reasons for variances
- ❖ Review monthly Profit & Loss Account and Balance Sheet to ensure the accuracy of reported figures

### **EDUCATION**

- ❖ **Master of commerce M. Com 2023- Current**  
Indira Gandhi National Open University. New Delhi.
- ❖ **Bachelor of commerce B. Com 2019-2022**  
Indira Gandhi National Open University. New Delhi.
- ❖ **B. Tech in electronic and communication 2008-2012 (course completed)**  
Muslim Association College of Engineering,  
Venjaramoodu. Completed B. Tech in Electronics  
& communication.
- ❖ **Higher Secondary Education in science 2006-2008**  
Science group (Computer Science) With Aggregate of 65%

❖ **Secondary School Leaving Certificate from Kerala Education Board 2006.**

With an aggregate of 70%

**KEY SKILL**

- ❖ Excellent communication skill, Strong presentation and interpersonal skills
- ❖ Analytical and conceptual thinking and Interpretation skills.
- ❖ Conscientious approach to workload.
- ❖ Excellent report writing skill based on gathered information.
- ❖ Potentiality to take up the initiative and responsibilities of a task and achieve the desired goal.
- ❖ Have good grasping power and learn everything very fast.
- ❖ Ability to impart my knowledge to others in a better and quite successful way.

**Achievements:**

- ❖ Ability to deal with clients and suppliers.
- ❖ Supervisory power
- ❖ High Negotiation skill and ability to influence the clients.
- ❖ High level of report writing skill
- ❖ Dealing with grievance and problems solving skill

**SOFTWARE PROFICIANCY**

- ❖ Experience in working with specialized accounting packages such as TALLY, MS EXCEL, and Other MS Office applications.
- ❖ Working knowledge in Taxation Software and Internet Application.

**LANGUAGE ABILITY**

English	Read	Write	Speak
Hindi	Read	Write	Speak
Malayalam	Read	Write	Speak

**DECLARATION**

I hereby state that all the above mentioned information are true and correct to the best of my knowledge and belief.