

## CURRICULUM VITAE

### Mr. Vipinraj V

Dubai, UAE

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### **OBJECTIVE**

Detail-oriented and results-driven Accountant with nearly 3 years of experience and proven track record of managing financial transactions, budgeting, and preparing accurate financial statements. Adept at analyzing complex data, identifying discrepancies, and implementing corrective measures. Proficient in utilizing accounting software and ensuring compliance with relevant regulations. Strong communication skills facilitate collaboration with cross-functional teams and effective financial reporting. Committed to precision and efficiency in financial management, contributing to the overall success of the organization.

### **WORK EXPERIENCE**

Royal Travancore Farmers Producer Company (Kerala)	Feb 2023 – April 2024
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#### **Designation:** Accountant

- Extensive proficiency in utilizing **Bank Easy core banking system software** to manage and streamline financial transactions, including data entry, reporting, and reconciliation.
- Managed accounts receivable and accounts payable, assisting with transactional-level tasks.
- Analyzed and reported fiscal activity to identify cost reduction.
- Reconciled financial discrepancies by collecting and analyzing account information.
- Assisted Preparing accounting information, producing financial statements in accordance with accounting principles.
- Managed audit processes, coordinating with the Head of Finance, arranging and providing necessary documents and schedules for both external and internal auditors, facilitating smooth audit activities.
- Demonstrated advanced proficiency in Microsoft Excel for efficient data analysis, financial modeling, and reporting.

Udayapuram Vanitha Service Co-Operative Society LTD (Kerala) - Jan2019 – Dec2022
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#### **Designation:** Chief Executive Officer

- Financial Management.
- Budgeting.
- Effective Communication and Correspondence
- Submit monthly financial statement to Management
- Carry out the routine activities of the office including correspondence, maintenance of registers and accounts, receipts of payment of cash and preparation of statements and returns for submission to the Registrar of Cooperative Societies.

- Advise the Managing Committee in legal and other matters regarding the activities of the society.
- Control and supervise the staff of the society.
- Prepare the budget estimate for the next year and place it before the Managing Committee and before the Annual General Meeting.
- Prepare annual accounts for placing before the Auditors.
- Prepare Income and Expenditure Account and Balance Sheet and Annual Reports and Statements
- Issue share certificates to shareholders, arrange for transfer of shares and maintain share register.
- Arrange election of office-bearers, Secretary and members of the Managing Committee
- Represent the society in the govt., court and the public

Kerala Agricultural Workers Welfare Fund Board, Kerala	April 2015 – May 2016
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**Designation:** Lower Division Clerk

- Maintaining documents and records
- Running clerical errands and maintaining the workflow in the office.
- Maintenance of files, registers indexing and handling the process of registrations
- Data entry jobs and mail registrations.

Poomkudy Agencies Pvt Ltd. Bangalore	Aug. 2013 – Oct. 2014
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**Designation:** Accountant

- Extensive proficiency in utilizing **SAP (Finance & Logistics)** software to manage and streamline financial transactions, including data entry, reporting, and reconciliation
- Managed accounts receivable and accounts payable, assisting with transactional-level tasks

**SAP Logistics**

- preparing Purchase requisition, Purchase order, Goods Receipt Po, AP Invoice & Sales order, Delivery, AR invoice
- PURCHASE ORDER CREATION
- GOODS RECEIPT
- A/P INVOICE
- Prepare A/P Credit Memo in PR series
- Item wise Purchase Report
- Sales order

**SAP Finance**

- Cash Receipt Entry
- Deposit of Cash in Bank
- COLLECTION REPORT-SALES EMP-BRANCH-CUSTOMERWISE/ MFG

**Designation:** Junior Assistant Staff

- Cashier
- Gold appraiser

**Education Qualification**

<b><u>Course</u></b>	<b><u>College/University</u></b>	<b><u>Pass Out</u></b>
Bachelor of Commerce.	Kannur University	2010
Plus Two in Commerce	BOARD OF HIGHER SECONDARY EXAMINATIONS	2006
S.S.L.C	BOARD OF PUBLIC EXAMINATIONS	2004

**Certification**

Diploma in Advance Level Accounting Including Tally, Peach Tree, Quick Book

**LANGUAGES**

- English (fluent)
- Hindi (Basic)
- Tamil (Basic)
- Kannada (Basic)
- Malayalam (Native)

**SKILLS**

- Tally
- QuickBooks
- PeachTree
- SAP Finance&Logistics
- MS Excel
- MS Office
- Effective communication skill

**DECLARATION**

I hereby declare that all the information mentioned above are true and best of my knowledge.

Place: Dubai

**Mr. Vipinraj v**