



VISHNU SHAJI

vishnushaji370@gmail.com

Mob: +971 508641695

IFG CAMP

DUBAI INVESTMENT PARK-2

DUBAI

Date of Birth- 21/12/1993

Passport No- Y1308332

Nationality- INDIAN

Marital Status: Married

Languages – English, Hindi,
Malayalam

SKILLS

- Good Communicator,
- Problem Solving and decision-making skills
- Disciplined,
- Result Oriented

TECHNICAL SKILLS

- MS Office
- SAP
- TALLY

PROFILE

Accountant with 9 year of experience in reviewing payroll, reconcile bank statements and invoice verification and posting, reconciliation and preparation cheques. Passionate about procedure and compliance, Looking to take on new challenges. My skills are sound knowledge in finance & accounting procedures, efficient communication and organising.

EDUCATION

2011 - 2014	BACHELOR OF COMMERCE KERALA UNIVERSITY
2015 - 2017	MASTER OF COMMERCE ANNAMALAI UNIVERSITY
2015 - 2018	INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ARTICLED ASSISTANT)

EXPERIENCE

2025 FEBRUARY	STORE KEEPER INTERNATIONAL FOUNDATION GROUP DUBAI, UAE Forecasting demand and ensuring adequate inventory levels. Collect, process and document all merchandise received and paid for assisting with inventory activities. Classifies the materials, stores it in appropriate places and records the receipts.
2019- JULY 2024-AUGUST	Accountant Lulu Group International Muscat, Oman Posting of incoming invoices with SAP, Verification of invoices stock verification, Reconciliation and preparation of cheques. Reconciliation of bank statement. Payroll Management, Handling Cash office.
2018- MAY 2019- JULY	Junior Relation Ship Executive Muthoot Finance Ltd. Trivandrum, Kerala, India Gold loan business, Gold appraisal, Maintaining ledger account, cashier duty, Revenue generation through cross selling products and Interest collection, Maintain good relationships with clients.
2015- JAN 2018-JAN	Articled Assistant JVS & ASSOCIATES Chartered Accountant Firm Trivandrum, Kerala, India Audit work done in State Bank of India, Canara Bank, Union Bank. Monthly submission of sales taxes return, assisting annual return process filing, Preparation of final accounts. Discuss the status of the company's current financial standing with upper management and the owners of the organization.