

VINU V

Accountant



CONTACT

+971 553700827

vinuvadoor@gmail.com

Dubai, UAE

[linkedin.com/in/vinu-v-308049a6](https://www.linkedin.com/in/vinu-v-308049a6)

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Availability Immediately Join

KEY SKILLS

- Financial Accounting
- Cost Accounting
- Inventory Accounting
- Bookkeeping & Ledger Management
- Accounts Payable & Receivable
- Bank Reconciliation
- Budgeting & Forecasting
- MIS Reporting
- Financial Reporting & Analysis
- VAT & Regulatory Compliance
- Payroll Management
- Month-end Closing
- Cash Flow Management
- Invoice Preparation & Expense Tracking
- Audit Documentation & Reporting
- Time Management & Organizational Skills
- Risk Assessment & Internal Controls
- Problem Solving & Decision Making

EDUCATION

- **Bachelor of Commerce with Co Operation**
Kerala University, Kerala, India | 2012

PROFILE SUMMARY

Detail-oriented Finance Professional with 6+ years of experience, including 2 years of GCC experience in Oman, specializing in financial accounting, bookkeeping, auditing, and reporting. Skilled in General Ledger (GL), Accounts Payable/Receivable (AP/AR), bank reconciliation, financial statements, budgeting, cost control, and audit support. Proficient in Tally ERP, Oracle ERP, and MS Excel, with strong analytical skills, accuracy, and ability to meet deadlines.

WORK EXPERIENCE

- **ACCOUNTANT** | Nov 2023 – Feb 2026
Diamond for Cleaning Material SPC, Muscat, Sultanate of Oman
 - Managed day-to-day bookkeeping and maintained general ledger records.
 - Prepared monthly, quarterly, and annual financial statements.
 - Reconciled bank statements and intercompany accounts.
 - Monitored accounts payable and accounts receivable.
 - Calculated production costs, monitored manufacturing expenses.
 - Prepared cost analysis reports, tracked cost per unit and profitability.
 - Assisted in budgeting, forecasting, and financial planning.
 - Ensured compliance with local accounting regulations and company policies.
 - Supported audits and maintained accurate financial documentation.
 - Maintained fixed asset registers and depreciation schedules.
 - Prepared management reports highlighting financial trends and variances.
 - Coordinated with external vendors, banks, and auditors for smooth financial operations.
- **CUSTOMER RELATIONSHIP MANAGER** | Mar 2022 – Mar 2023
Vanchinad Finance Pvt Ltd, Ernakulum, Kerala, India
 - Managed loan operations, including documentation, verification, disbursement, and repayment tracking.
 - Handled loan collections, ensuring timely recovery and customer follow-ups.
 - Processed & managed Fixed Deposit & Recurring Deposit accounts.
 - Assisted customers with loan applications, renewals, and closures.
 - Maintained accurate records of loan accounts, deposits, and reports.
 - Coordinated with branch and operations teams for smooth transactions.
 - Ensured compliance with company policies and regulatory guidelines.
- **ACCOUNTANT** | Jul 2020 – Feb 2022
Daily Food Agency, Pandalam, Pathanamthitta, Kerala, India
 - Recorded and maintained all financial transactions accurately.
 - Prepared trial balances, ledgers, and financial reports.
 - Performed bank and account reconciliations.
 - Monitor cash flow and manage petty cash.
 - Assisted in budgeting and cost analysis.
 - Supported internal and external audits.
 - Ensured compliance with taxation and statutory requirements.

ACCOUNTING SOFTWARE

- Tally ERP.9 , Prime
 - ERP
 - Oracle
 - MS Office (MS Word, Excel, PowerPoint)
 - Internet and mails
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TRAININGS

- Aviation Security Awareness
 - Ramp Safety Induction
 - Dangerous Goods
 - Fundamentals Of Baggage Handling
 - Baggage Handling Familiarization
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ADDITIONAL INFO

Nationality : Indian
Gender : Male
Date of birth : 14.05.1991
Passport No : V6183329
Date of Expiry : 30.01.2032

DRIVING LICENSE

➤ **Driving Licence** : Valid Indian License
License No : 26/2706/2011

LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Malayalam

- **AIRPORT AGENT** | Feb 2013 – Jun 2020
Transguard Group LLC, Dubai & Sharjah International Airport, UAE

- Managed passenger check-in and boarding processes efficiently.
- Handle ticketing, baggage, and passenger documentation.
- Provide excellent customer service to international travelers.
- Ensure adherence to airport safety and security protocols.
- Coordinate with airlines and ground staff for smooth operations.
- Assist passengers with queries, delays, and special requests.
- Maintain accurate records of passenger movements and transactions.

- **ACCOUNTANT ASSISTANT** | Feb 2012 – Jan 2013
Pavizham Healthier Diet (P) Ltd, Perumbavoor, Ernakulum, Kerala, India

- Assist in maintaining daily accounting records.
- Prepare invoices and process payments.
- Support senior accountants during audits and reconciliations.
- Track accounts receivable and payable.
- Assist in payroll preparation and employee expense management.
- Maintain organized financial documentation.
- Reconcile bank statements and petty cash accounts.

- **ACCOUNTANT / AUDITOR** | Jan 2011 – Feb 2012
K. Krishna Kumar & Co, Chartered Accountant Firm, Adoor, Kerala, India

- Conduct audits for client companies and organizations.
- Prepare detailed audit reports and findings.
- Verify financial statements for accuracy and compliance.
- Assist in tax filings and regulatory documentation.
- Analyze accounts for discrepancies and suggest improvements.
- Maintain proper records for client audits.
- Provide support to clients for accounting queries and compliance.

ACHIEVEMENTS

- Improved accuracy of financial statements by 20% through systematic ledger maintenance and reconciliation.
- Reduced overdue accounts receivable by 25% by implementing effective follow-up procedures.
- Streamlined bank reconciliation process, decreasing reconciliation time by 30% per month.
- Contributed to budgeting and forecasting, helping achieve a 15% cost reduction in operational expenses.
- Enhanced reporting efficiency, preparing monthly, quarterly, and annual statements 50% faster than previous cycles.

DECLARATION

Hereby declares that all the details mentioned above are in accordance with the truth and fact as per knowledge and holds the responsibility for the correctness of the above-mentioned particulars.

VINU V