



# VINEESH V

ACCOUNTANT

## CONTACT

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United Arab Emirates

## ACADEMIC CREDENTIALS

### BACHELOR OF COMMERCE - B.Com.

- Kerala University

### HIGHER SECONDARY

- Board of Higher  
Secondary Examination,  
Kerala, India

### CLASS X

- Central Board of  
Secondary Examination

## TECHNICAL COURSE

- Tally ERP 9
- Peach Tree
- Elixir Integrated Hospital Management System
- Teja
- Remedi
- QuickBooks & UAE VAT

## COMPUTER PROFICIENCY

MS Office ★★★★★  
C++ ★★★★★  
Basic Operation ★★★★★  
Internet & Email ★★★★★

## CERTIFICATIONS

- Tally Financial Accounting Program
- Certified course MS Office.

## PROFILE SUMMARY

Experienced Accountant with 10+ years' expertise in accountancy, taxation, and budgeting. Proficient in financial software, adept at maintaining accuracy, and well-versed in taxation policies. Strong multitasker with superior problem-solving and analytical skills, known for speed and precision. Collaborative team player with a meticulous approach to financial challenges.

## KEY SKILLS

Team Collaboration

Innovative

Multitasking

Financial Analysis

Accuracy and Attention to Detail

Leadership quality

Analytical skills

Good Communication

Inter personal skills

Problem-Solving Skills

## EMPLOYMENT CHRONICLE

### ACCOUNTANT CUM ADMIN ASSISTANT | Feb 2020 – 31 Jul 2023

#### AM HOSPITAL, KOLLAM, KERALA, INDIA

- Maintain accurate and up-to-date financial records.
- Managed daily cash collections and monitored expenses.
- Ensured timely payments to vendors and creditors.
- Handled banking activities.
- Assisted in administrative tasks such as payroll management, tax and statutory compliance, and auditing.
- Manage accounts payable, accounts receivable, & general ledger entries.
- Generate and process invoices for services and goods.
- Ensure accuracy and completeness of all invoices.
- Record and monitor all hospital expenses.
- Categorize expenses for budgeting and reporting purposes.
- Support payroll processes, including data entry and tax compliance.
- Calculate and process employee salaries.
- Assist in preparing financial statements and reports.
- Understand and manage tasks related to PF, TDS, ESI, and GST.
- Ensure adherence to legal requirements in financial practices.

### ACCOUNTANT | Nov 2017 - Dec 2019

#### PMC SPECIALTY HOSPITAL, KOLLAM, KERALA, INDIA

- Prepared monthly statements and managed payroll, overseeing wages, salary, handled cash, and related matters.
- Conducted account reconciliation and performed various accounting tasks, including banking activities and managing bank facilities.
- Collected bills, verified payments, and handled inventory entries, ensuring accuracy in financial records.
- Checked invoices against payments made, maintaining meticulous records for financial accuracy.
- Administered general office tasks, including self-correspondence, and played a key role in business planning and related matters for the organization.
- Comprehend & handle responsibilities associated with PF, TDS, ESI, & GST.

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem-solving, and listening skills in any administrative role.
- **SERVICE** - Having a client-focused approach skills include patience, attentiveness, and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

## PASSPORT DETAILS

Passport No : W5356817  
Date of Expiry : 14-09-2032  
Place of Issue : Cochin  
Visa Status : Visit Visa

## LANGUAGES KNOWN

English   
Hindi   
Tamil   
Malayalam

## INTEREST

 Reading  Songs  Travelling

## REFERENCE

- Available upon request

### ACCOUNTANT | Feb 2013 – Aug 2017

#### AWAB INTERNATIONAL CO. LLC. MUSCAT, SULTANATE OF OMAN

- Managed purchase and sales ledger processing, overseeing stores, costing, and export-import activities.
- Prepared monthly statements, handled cash, payroll and associated tasks, and performed comprehensive account reconciliations.
- Conducted banking activities, including managing facilities and collecting bills with thorough payment verification.
- Administered general administration tasks, including self-correspondence, while contributing to business planning and related matters.

### ACCOUNTANT | Oct 2009 – Jan 2013

#### PRML ASSOCIATES, ALAPPUZHA, KERALA, INDIA

- Conducted monthly account analysis, ensuring detailed reconciliations.
- Managed stores and costing-related tasks, coordinating with the store's accountant for accurate shop account maintenance.
- Prepared comprehensive financial records, including payrolls, prepaid assets, accounts receivable, accruals, and cash.
- Calculated company revenue, crosschecked cost and revenue alignment, and prepared financial statements adhering to accounting principles and industry guidelines, including tax filing.
- Manage VAT Rules & Regulations, handle the accounting treatment of VAT, and ensure accurate VAT return filing.

### ACCOUNTS CUM AUDIT ASSISTANT | Oct 2007 – Sept 2009

#### MDD AND MDD CHARTERED ACCOUNTS, THIRUVALLA, KERALA, INDIA

- Received and validated the organization's sales records and bills receivable accounts.
- Managed sales tax computations and payments.
- Supported accounts clerk in maintaining accurate records.
- Assisted external auditors and liaised with tax authorities for timely procedures.
- Responsible for adhering to VAT Rules & Regulations, managing the accounting treatment of VAT, and filing VAT returns.

### ACCOUNTS ASSISTANT | Oct 2006 – Sept 2007

#### PAVITHRA KUMAR ASSOCIATES, MANNAR, KERALA, INDIA

- Monthly account analysis and reconciliation.
- Coordination with stores accountant for accurate shop account maintenance.
- Compilation of payroll, prepaid assets, accounts receivable, accruals, and cash records.
- Preparation of financial statements and tax filings based on accounting principles and industry guidelines.
- Responsible for understanding VAT Rules & Regulations, managing the accounting treatment of VAT, and ensuring accurate VAT return filing.

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 10-04-1985  
Nationality : Indian  
Permanent Address : Thattupurackal  
Kandalloor South Kandalloor P.O  
Alappuzha, Kerala, India Pin 690535

## DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

VINEESH V