



VIPIN G DAS

Accountant

Contact

Address
Dubai, UAE

Phone
+971 54 3174026

E-mail
vipingdastkdy@gmail.com

LinkedIn
<http://www.linkedin.com/in/vipin-g-das-5031b1114>

Skills

- Reconciliation
- Bookkeeping
- Accounts Payable
- Accounts Receivable
- Invoice Preparation
- Financial Reporting
- Office Management
- Project Coordination
- Customer Service
- Data Entry and Management
- Scheduling and Calendar Management

Technical Skills

- ZOHO Books
- Quick books
- Microsoft Advs: Excel
- Microsoft PowerPoint
- Microsoft Office
- Tally Prime
- WPS

Dedicated and detail-oriented Accounting and Administrative Professional experienced in managing financial records, preparing reports, and providing exceptional administrative support. Proven ability to streamline processes, enhance productivity, and ensure compliance with regulatory standards. Seeking to leverage my expertise in accounting software and financial analysis to contribute to the efficiency. Committed to delivering accurate financial data, improving operational workflows, and supporting strategic decision-making within a dynamic and growth-oriented organization.

Work History

Feb 2024-

Current

Accountant

CONFIDENT RENT A CAR L.L.C , Dubai, UAE

- Handle day to day accounting transactions, ensuring accuracy and compliance with financial regulations and company policies
- Computing taxes and tax returns, balance sheet, Profit /Loss statement, income statement and cash flow statement. assist in the preparation of monthly , quarterly and annual financial reports for management review
- UAE-VAT registration and corporate Tax filing.
- Process payroll , including calculating salaries, deductions and benefits and compliance and manage employee records to payroll
- Maintain accurate and up-to-date financial records and record all financial transactions in accounting software or systems.
- Manage Accounts Payable and Receivables.
- Prepare and Process invoices for payment and verify the accuracy of invoices.
- Track and Manage company expenses.
- Provide Administrative support to the Finance Department.
- Assist in organizing and maintaining financial files and documents.

Sep 2023 -

Dec 2023

Accounts Trainee (Three Months Internship)

Capella Accounting & Tax Consultancy. LLC. Dubai, UAE.

Advance Training in Taxation and VAT (KHDA-Certification)

- UAE -VAT registration
- UAE Corporate Tax filing
- Accounting and Rules
- Documentation
- Accounting software's

July 2017-
June 2023

Languages

English	
	Advanced
Hindi	
	Intermediate
Tamil	
	Intermediate
Malayalam	
	Advanced

Personal Details

Date Of Birth: 08/11/1993
Gender: Male
Nationality: Indian
Marital Status: Married
Visa Status: Spouse Visa

Administrator

**CONSPI ACADEMY OF MANAGEMENT STUDIES (CAMS),
Kerala, India**

- Coordinated and managed daily office operations to ensure smooth workflow.
- Oversaw office supplies, inventory, and equipment maintenance, optimizing cost-efficiency.
- Scheduled and coordinated meetings, appointments, and events for executives and team members.
- Arranged travel itineraries, accommodations, and logistics for executives and team members.
- Managed travel expenses and reconciled reports in a timely manner.
- Prepared meeting agendas, distributed materials, and documented meeting minutes.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Provided multifaceted services to career professionals by running errands, managing mail, scheduling appointments, and arranging transportation.
- Displayed absolute discretion at handling confidential information.
- Screened calls and emails and initiated actions to respond or direct messages for managers.
- Worked with recruiting teams and human resources representatives to accomplish hiring objectives.
- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
- Planned, monitored and appraised employee work results by training managers to coach and discipline employees.
- Optimized classroom transitions while encouraging and reinforcing student instruction and liaising with administration department leaders.
- Coordinated and supervised academic advising activities.
- Improved policies and procedures to maximize student safety and campus security.

Education

2015-2017

**Master of Business Administration (MBA)
Operations and Marketing Management**

Cochin University of Science and Technology - Kerala, India

2013-2015

Bachelor of Commerce: Computer Application

University of Kerala - Kerala, India