

DEEPTHY VINAYA KUMAR
P.O. Box 7587 Abu Dhabi, UAE
Mob: 0552951262
Email: deepthyvinav1@gmail.com



OBJECTIVE

Seeking a challenging & responsible position in accounts, holding Bachelor of commerce in and 10 years' experience in handling accounts up to finalization. To pursue a career in an organization having a global vision, which encourages creativity and offers an opportunity to learn and develop both in professional and personal aspects. I look forward to a career that would realize my own capacity, capability, experience and give me a satisfaction having of fully realized my potentials.

WORK EXPERIENCE

RETINOR ADVERTISEMENTS & DESIGN LLC

(Abu Dhabi)

(Sep 2019 to till date)

ADMINISTRATOR WITH ACCOUNTANT

- Preparing and producing profit & Loss statement Monthly.
- Project costing – compare Budget cost with actual.
- Close supervision of all day to day activities and update in cash flow and reconcile AR and AP invoices and bank also
- HR duties
- Purchase

MINALEX GEN. CONTRACTING

(1st March 2018 to 22 Aug 2019)

ADMINSTRATOR WITH ACCOUNTANT

- Preparing and producing profit & Loss statement Monthly.
- Project costing – compare Budget cost with actual.
- Bank dealings for Performance Guarantee and Advance Payment Guarantee and all other transactions
- Payroll uploading (WPS) through bank
- Supervise the preparation of the weekly cash flow and monthly cost allocation sheet
- Making enquiry and LPO

AL AMRY TRANSPORT & GEN. CONT. LLC

(1st Jan 2015 to Dec 2017)

SENIOR ACCOUNTANT

- Preparing and producing profit & Loss statement Monthly.
- Project costing – compare Budget cost with actual.
- Bank dealings for PG and APG and all other transactions
- Payroll uploading (WPS) through bank
- Supervise the preparation of the weekly cash flow and monthly cost allocation sheet
- Analyze actual with budgeted and report to senior management
- Close supervision of all day to day activities and update in cash flow and reconcile AR and AP invoices and bank also

ADDITIONAL DUTY

PURCHASE MANAGER

- Control Procurement department
- Negotiation with suppliers for reducing cost.
- Ensuring the proper authorization and documentation of the purchase vouchers and payment voucher
- Making LPO
- Coordinate with project managers
- Making Enquires
- Maintaining & Updating MPR register
- Comparative making with quotations
- Generating new suppliers & credit facility
- Keeping record MRB
- Ensuring all the items delivered
- Invoice Checking with DO, PO,MRB

SUNGBO DEVELOPMENT LLC (1st Feb 2012 to 30th September 2014)

SENIOR ACCOUNTANT

Responsibilities:

- Preparing and producing profit & Loss statement Monthly.
- Control cost
- Project costing – compare Budget cost with actual.
- Generating suppliers with credit facility.
- Bank dealings for Performance Guarantee and Advance Payment Guarantee and all other transactions
- Control Procurement department
- Negotiation with suppliers for reducing cost.
- Ensuring the proper authorization and documentation of the purchase vouchers and payment voucher
- Payroll uploading (WPS) through bank
- Supervise the preparation of the weekly cash flow and monthly cost allocation sheet
- Analyze actual with budgeted and report to senior management
- Close supervision of all day to day activities and update in cash flow and reconcile AR and AP invoices and bank also

PIONEER PRECAST CONCRETE LLC (Sep 2006 to Jan 2012)

SENIOR ACCOUNTANT

Responsibilities:

- Preparing and producing profit & Loss statement
- Preparing and producing Balance sheet
- Supervising work of Accounts Assistant in Account Payable & General Accounting.
- Ensuring the proper authorization and documentation of the purchase vouchers and payment voucher.
- Handling Fixed Asset Accounts.
- Handling all Petty cash replenishment of the company.
- Journalizing and Reconciliation of Intercompany transactions.
- Preparation of Journal and posting to the ledger.
- Reconciling supplier/customer account.
- Preparation of monthly reconciliation of each bank.
- Handling, Reconciling and Monitoring Staff Advance Account.
- Assisting making invoice and sales activities.
- Preparing cash flow.
- Preparing LC and follow up with Bank
- Making Advance Payment Guarantee & Performance Guarantee and monitoring FDR.

- Making payroll for staff & labor and distributing.
- Preparing stock with purchase and issuance report and monthly match with internal statement from Factory.
- Preparing Budget weekly.
- Checking and monitoring monthly inventories.

ADDITIONAL EXPERIENCE

PURCHASER

Duties:

- Making Enquires
- Maintaining & Updating MPR register
- Comparative making with quotations
- Negotiation with Supplier
- Generating new suppliers
- Keeping record MRB
- Ensuring all the items delivered
- Invoice Checking with DO,PO,MRB

Marketing Assistant

Duties

- Sending introduction letters
- Follow up for Enquiries
- Follow up for projects
- Making quotations
- Making the list jobs
- Making Job Award Notice
- Making agreements

IHI UAE Co.Ltd.

Dealer of IHI Co., Japan

(Jan 04 to July 06)

ACCOUNTANT

Responsibilities:

- Preparing vouchers (receipts, payments, J/V).
- Debtors and Creditors Ageing Analysis
- Finalization of Accounts & Preparation of Trial balance.
- Preparing Debit notes and Credit notes.
- Handling Petty cash, prepare Petty cash voucher and Keeping Petty cash book.
- Preparing invoices, Purchase order, Memo, Quotation.
- Attending Telephone calls and passing to concerned person.
- Keeping Good relationship with company clients and customers.

EDUCATIONAL QUALIFICATION

Bachelor In Commerce (B.COM)

ST.THOMAS COLLEGE

CIndia

Specialization:

Accounting

Undergraduate of Commerce's(Pre- University)

ST.THOMAS COLLEGE

CALICUT UNIVERSITY

India

Specialization:

Accounting

TRAINING COURSES

- **PGDCA (Post Graduate Diploma in Computer Application) DCFA (Diploma in computerized Financial Accounting)**
- **Accounting Package - Peach Tree , Tally & ERP9**
- **Secretarial Skills In Nadia Training Institute, Abu Dhabi**
- **Typing speed 30WPM**

LANGUAGES

- English, Hindi & Malayalam – read write and spoken skills with high proficiency

INTERESTS

- Reading & Traveling

STRENGTHS

- Young, Confident and goal driven
- Internet and tech savvy
- Ability to understand and adapt to new concepts and environment and Highly motivated and a quick learner

PERSONAL DETAILS

Passport	:	K4620691
Marital Status		Married
Visa Status	:	VISIT Visa
Nationality	:	Indian
Telephone	:	055-2951262
Available	:	Immediate
Native Place	:	Kerala, India
Driving License	:	Nil