**VINAY RAJ**

**Address**  : - Divya Jyothi (H), Parana Junction, Malikampedika,

West Veliyathnadu P.O., Aluva, Ernakulam (Dist.)

Kerala (State), Country – India.

Pin code: 683 511.

**Mob** :- +960 -7531095 , **Watsapp** :- +960 -7531095

**Email**  :- vinayraj771982@gmail.com; vinayraj@coload.com.mv

**CAREER OBJECTIVE**

A confident, multi – skilled & capable individual with excellent knowledge of Finance & accounting procedures and policies. Exceptional analytical & problem-solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of better accounting procedure and systems.

I am looking forward to joining a progressive company where I can pursue a successful career by utilising and developing my skills and abilities to the maximum extent with full potential.

**PROFESSIONAL EXPERIENCE - 16 YEARS**

 **ORGANIZATION :** **COLOAD MALDIVES PVT LTD. (GROUP OF COMPANIES)**

 **INDUSTRY TYPE** : RETAIL ,LOGISTICS , EDUCATION & CONSTRUCTION

 **DESIGNATION** : ACCOUNTS MANAGER

 **PERIOD**  : 11TH OCTOBER 2021 – TO PRESENT

 **COUNTRY**  : MALE’, MALDIVES

**Job Details and Key Responsibilities:**

* Managing accounts of whole group of companies.
* MIRA works (GST Filings & BPT Submission) of all companies.
* Verification & monitoring of entries in SAP & Quick books of all the companies.
* Budgets & Forecasting yearly and comparing report submission.
* Financial statements & Cash flow monthly basis.
* Projections and management report for Banks.
* Approvals of all payments.
* Depreciation calculation and Fixed Asset register maintenance.
* Assist Internal & External Auditors in Audit process and Finalization of the Financial Statements and regular communication between them for various matters.
* Liaising with banks for various matters on regular basis.
* Training, Assigning and planning works of subordinates. Monthly review of their work.
* Salary finalization and approval to proceed with the payments of all companies.
* Consolidation of financial statements and prepare reports.
* Ensure daily works getting complete and internal auditing.
* Cost controlling and negotiating with vendors for better prices.

 **ORGANIZATION :** **MSP RETAIL PVT LTD. ( MAX FASHION ) Franchise of LIFESTYLE & MSP RESTAURANT ( ZAROOB RESTO CAFE )**

 **INDUSTRY TYPE** : RETAIL SECTOR ( FASHION CLOTHING, ACCESSORIES, FOOTWEAR ) & RESTAURANT

 **DESIGNATION** : SENIOR ACCOUNTANT

 **PERIOD**  : 25th JUNE 2019 – 10TH SEPTEMBER 2021 (2 YEARS 2 MONTHS)

 **COUNTRY**  : INDIA

**Job Details and Key Responsibilities:**

* Monitoring and reviewing accounting entries and ensure accuracy.
* Conduct Internal Audit and providing Audit report on monthly basis to the management and follow up for the rectification of errors.
* Reconciliation of Accounts Payables (LIFESTYLE LEDGER & OTHER VENDORS).
* Reconciliation of Banks (3 BANKS) on monthly basis.
* Branch Reconciliation (17 Branches) with Head Office.
* Consolidation Financial Statement of Branches.
* Preparation of Fund Flow and advising management to utilization for investments by pooling of funds.
* Preparation, Variance Analysing and Reporting of Financial Statements (branch wise & consolidated).
* Assist Internal & External Auditors in Audit process and Finalization of the Financial Statements.
* Responsible for month end closing entries (Accrued Incomes, Prepaid Expenses, Payables)
* TDS calculations, TDS filing and payments on timely basis.
* GST preparation and filing (GSTR-1, GSTR -2 B Reconciliation & 3B) and related entries both retail & restaurant.
* Conduct Store Audit based on SOP.
* Payroll preparation and process through HRMS.
* Fixed Asset Register Maintenance and Depreciation calculation and posting entries related to depreciation.
* Inventory adjustments at the end of financial year.
* GST Cash & Credit Ledger entries.
* Online Payments like ESI & PF, Electricity, Phone bills & Water bills.
* Gratuity and its calculation and settlement of payments to employees.
* Maintain excel and renew Insurance for stock & vehicles on timely basis.

**ORGANIZATION** **: ABDUL AZIZ ALFARES & SONS CO.**

**INDUSTRY TYPE** : FMCG ( EXPORT & IMPORT )

**DESIGNATION**  : ACCOUNTANT

**PERIOD** : 1ST FEBRUARY 2014 – 1ST MAY 2019 ( 5 YEARS AND 3 MONTHS)

**COUNTRY**  : SAUDI ARABIA

**Job Details and Key Responsibilities:**

* Monitoring and Handling Accounts Payable and Ageing.
* Preparing Cheques and prepare online payments.
* Handling all Bank Transactions and Reconciliation on monthly basis of 16 Banks.
* Calculating Sales Representative Incentives (Monthly Basis) and Managers Incentives (Quarterly basis) and Prepare report for Finance Manager.
* Preparing various customized reports in Excel as well as in MS Power point presentation for the management as per requirement.
* Responsible for Daily Posting of Data in SAP accounting software.
* Leading and Assisting team in Stock Verification yearly basis.
* Preparing and suggesting new Prices for the products based on costing done on each product.
* Preparing variance analysis, projections and budgets.
* Handling Insurance for Marine, Medical, Property, Motor, Fidelity, Cash in Safe & Stock in Warehouses.
* Handling and managing Fixed Assets Ledgers.
* Prepare LC, Bank Guarantee.
* Costing of each consignment.

**ORGANIZATION : MARUTHI CASTINGS**

**INDUSTRY TYPE** : HEAVY CAST IRON MANUFACTURER

**DESIGNATION** : ACCOUNTANT

**PERIOD** : 31ST AUGUST 2005 – 31ST DECEMBER 2013 (8 YEARS & 4 MONTHS)

**COUNTRY**  : INDIA

**Job Details and Key Responsibilities:**

* Maintaining all Books of Accounts and proper Documentation.
* Preparation of Cash Flow & Fund Flow Statements.
* Cash handling includes petty cash.
* Handling Bills Receivables and Bills Payables.
* Data entry in Tally on daily basis.
* Preparing Monthly Bank Reconciliation Statement.
* Stock Audit.
* Prepare Invoices, Debit Notes, Credit Notes, Purchase Orders, Quotations.
* Follow Up with outstanding accounts and process Supplier payments on timely manner.

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **UNIVERSITY/BOARD** | **INSTITUTE** | **YEAR** |
| **M.B.A (Finance)** | M.K. UNIVERSITY (DISTANCE EDUCATION) | M.K. UNIVERSITY, TAMILNADU, INDIA | 2013 |
| **B.COM** | M.G. UNIVERSITY | MARIAN COLLEGE, IDUKKI(DIST.), KERALA, INDIA | 2005 |
| **XII** | C.B.S.E | ST. ANTONY’S PUBLIC SCHOOL, KOTTAYAM, KERALA, INDIA | 2002 |
| **X** | C.B.S.E | ST. ANTONY’S PUBLIC SCHOOL, KOTTAYAM, KERALA, INDIA | 2000 |

**SOFT SKILLS & ATTRIBUTES**

* Quick learner with ability to change and adapt easily to any work environment.
* Comprehensive knowledge of **SAP ENTERPRISE (FICO, MIGO & MM), SAP BUSINESS ONE HANNA, ERP Software ASWAQ, TALLY ERP 9, QUICK BOOKS, EXCEL (PIVOT TABLE, VLOOUP, IF FUNCTIONS, CONCATENATE, SUBTOTAL etc.), POWER POINT.**
* Punctual and reliable.

**CERTIFICATES**

* CORPORATE FINANCIAL ANALYSIS.
* DATA ANALYTICS.
* FINANCIAL MODELING & FORECASTING OF FINANCIAL STATEMENTS.
* GST CERTIFICATE.

**REFERENCES**

**MR. HADI BARAKAT (CFO**)

ABDUL AZIZ HAMAD ALFARES & SONS CO.

EMAIL: hadibarakat@alfares.sa

CONTACT NO. : 00966-599971980

**MR. MURALIDHARAN (ACCOUNT MANAGER)**

MSP RETAIL PVT LTD & MSP RESTAURANT

EMAIL: muraledharan.s@mspretailstores.com

CONTACT NO. : +91- 9447958846 , 8606259611

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Father Name | K. Vidyadharan |
| Mother Name | Rema Devi |
| Date of Birth | 07/07/1982 |
| Nationality | Indian |
| Languages Known | English, Hindi, Punjabi, Malayalam. |
| Marital Status | Married |
| Sex | Male |
| Religion | Hindu |

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.