

Vineeth Sooryadevan

Finance Manager

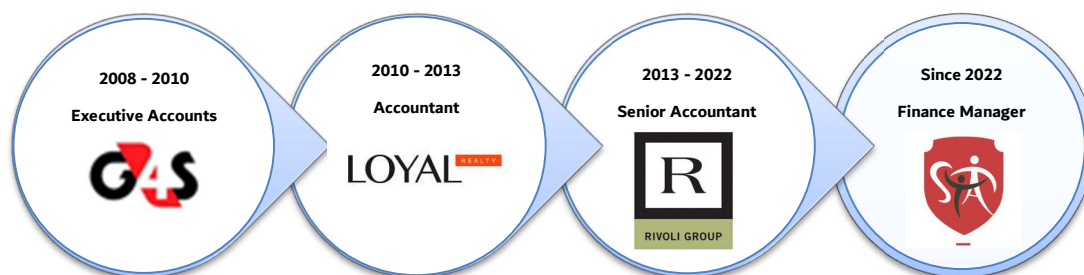
A result-driven professional with **Masters in Commerce** and a successful experience of **nearly 15 years** in **General Accounting** including e2e functions of **Financial Reconciliation, AP/AR, Export/Import Accounting and VAT**; targeting challenging assignments in an organization of high repute, preferably in **Dubai and UAE**



Profile Synopsis

- ❖ A goal-oriented professional with experience in **General Accounting, VAT, Inventory Accounting, Accounts Payable, Accounts Receivable and Audit**
- ❖ Proven capability in complete **General Accounting** functions, including **preparing final accounts, banking & financial reconciliation, reporting & documentation** (MIS, Balance Sheet & Bank Reconciliation Statement) and **FAR Maintenance**
- ❖ Experience of executing complete **Accounts Receivable (AR)** functions with focus on ensuring efficient processing (**payment allocation, reconciliation and month-end reporting**) of receivables, timely collection, processing invoices, billing & credit notes, reconciling customer accounts, settling all billing & invoicing disputes, administering daily banking deposits, and performing credit history analysis for credit control
- ❖ Expertise in reviewing payable statements & invoices for appropriate documentation & approval, executing the day-to-day processing of **Accounts Payable (AP)** transactions, administering **payroll** through Wages Protection System (WPS)
- ❖ Hands on experience in complete **accounting & finance** activities, including:
 - **Financial Reconciliation, Bank Reconciliation & Processing**, Cash Management and Compliance Assurance as per organizational & statutory guidelines
 - Balance Sheet Formulation, Internal Audit, Cash-flow & Fund-flow Analysis
 - Budgeting & Forecasting, Cost Analysis
 - Developing and analyzing **Financial & MIS reports, invoices, key financial metrics, financial statements, and other ad-hoc reports** such as DSR & MSR
- ❖ Expertise in **taxation functions** such as reconciliation of **Import VAT** and verification & reconciliation of receipt of Tax Records for Reverse Charge Mechanism (RCM)
- ❖ Gained experience in executing **Import & Export Shipment Accounting** functions including **Incoterms** review, payment & reconciliation of Customs Duty & Freight
- ❖ An effective communicator with excellent **analytical, problem-solving & interpersonal** skills; expertise in using latest technologies for accounting operations

Career Timeline



Core Competencies

General Accounting

Credit Control

Export/Import Accounting

Budgeting & Forecasting

Balance Sheet

Retail & Trading Accounting

Financial Documentation

Taxation (VAT)

Cross-functional Coordination

Financial Reconciliation & Processing

Payroll & WPS Transfer

Accounts Payable & Receivable

Educational Credentials

- ❖ **2007: Master of Commerce** from University of Calicut, India
- ❖ **2005: Bachelor of Commerce** from University of Calicut, India



Work Experience

Scholars International Academy Pvt School LLC Early Explorer Nursery

Aug 2022- Till Date
Aug 2023- Till Date

Finance Manager

Key Result Areas:

- ❖ Supporting and encouraging the school's ethos and its objectives, policies, and procedures
- ❖ Deliver comprehensive financial planning, ensure robust financial systems and controls to safeguard finances and ensure efficiency and value for money
- ❖ Monitor income and expenditure in relation to the school's budget and produce monthly management reports for HOO and the governing bodies
- ❖ Ensure that the school's financial procedures manual is reviewed and updated as necessary and that the school resource management self-assessment tool is maintained as per SPEA requirements
- ❖ Be responsible for cash flow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips
- ❖ Ensure accurate VAT accounting and refunds, and VAT reclaim returns are submitted as required
- ❖ Work with HR to manage payroll, pensions, and other personnel-related financial matters
- ❖ Supervise the school's computerised finance accounting package (Orison, Quick book, Mograsis, Illumine) ensuring that required back-ups are carried out and kept securely
- ❖ Be responsible for the issue of school invoices following up their prompt payment and ensure that all payments are properly recorded and reconciled with accounts receivable balances
- ❖ Interact with various stakeholders, including school administrators, board members, faculty, staff, parents, and external auditors. They provide financial information, answer questions, and address concerns to support informed decision-making and maintain transparency
- ❖ Assess and mitigate financial risks facing the school, such as budgetary shortfalls, changes in funding levels, and compliance risks. This involves developing risk management strategies, implementing internal controls, and monitoring risk exposure
- ❖ Co-ordinate all the annual external audit (interim and final) liaising with all parties involved, and preparing papers and workings
- ❖ Responsible for maintaining comprehensive and accurate financial records for the school. This includes recording all financial transactions promptly and accurately using appropriate accounting software or systems training
- ❖ Oversee the accounts payable process, ensuring that invoices from vendors and suppliers are processed in a timely manner, accurately recorded, and paid according to the school's payment terms. They also verify the accuracy of invoices and ensure proper authorization for payments
- ❖ Monitoring assistant in accounting typically assists in overseeing and ensuring the accuracy, compliance, and efficiency of financial transactions and reporting within an organization

Rivoli Group LLC, Dubai Senior Accountant

Jun 2013 – Aug 2022

Key Result Areas:

- ❖ Executing complete functions of Accounting & Finance:
 - Accounts Receivables & Payables
 - Reconciliation & payment of Import & Export Shipment Customs Duty & Freight
 - Import VAT reconciliation for RCM
 - Financial Reconciliation and Banking Transaction
 - Cash & Fund-flow Analysis for MIS
- ❖ Using Microsoft Dynamic NAV 2017 to execute F&A operations & SAP for Reports generating.
- ❖ Formulating and sharing various MIS, financial reports and ad-hoc reports such as Sales Reports, EXIM Reports
- ❖ Checking financial discrepancies by collecting & analyzing account information; monitoring & reconciling cash & bank account
- ❖ Complying to organizational guidelines and SOPs to minimize impact due to other risk factors in the Accounts Department
- ❖ Complying & analyzing account information to formulate asset, liability and capital account entries; supervising daily functions of Accounts Payable Department; identifying & resolving complex financial issues
- ❖ Administering accounts receivable functions for Dubai, Bahrain and Oman regions; coordinating with Sales Team to discuss on AR outstanding and reviewing credit limit & credit period of the customers

- ❖ Complying to organization's payment terms policy & ensuring timely payment of all Accounts Payable Vouchers
- ❖ Implementing risk management & operational policies/practices to ensure optimization of financial & operational functions
- ❖ Tracking expenses and amortizing entries as per organizational guidelines
- ❖ Reviewing General Ledgers at month-end for accuracy and reasonableness
- ❖ Formulating, documenting, and posting complex journal entries; recording various intercompany transactions
- ❖ Performing billing, collection and reporting activities according to set SOPs and processes
- ❖ Checking freight forwards invoices as per rate charts & agreed quotations, accounting & timely Payments.

Loyal Traders & Real Estate Brokers, Dubai **Accountant**

Dec 2010 – May 2013

Key Result Areas:

- ❖ Formulated, reviewed & shared various financial reports & documents including P&L Reports and Balance Sheet for Main & Subsidiary Companies
- ❖ Managed various accounts & finance functions including Cash & Fund Flow Analysis, Financial Reconciliation, Cash Disbursement, Budgeting & Forecasting, Cost Analysis and Payroll Processing using WPS
- ❖ Brought scalable financial & operational control across the organisation
- ❖ Used Master Key Software & Documentation for Real Estate Controlling
- ❖ Followed-up with vendors/clients for timely payment and controlling credit
- ❖ Extensively worked on Tally ERP 9

G4S Security Services (India) Pvt. Ltd., India **Executive Accounts**

Apr 2008 – Feb 2010

Key Result Areas:

- ❖ Used Citrix ERP to execute various accounting functions including invoice processing, petty cash management, bank reconciliation and credit control
- ❖ Worked as Internal Auditor for Quality Management Systems

Development Coursework

- ❖ KHDA Dubai certified training in UAE Value Added Tax (VAT) from Elegant Professional & Management Development Training
- ❖ Trained in International Financial Reporting Standards (IFRS) Acumen Course by Finance First & Khaleej Times
- ❖ Trained in Manual & Computerized Accounting from the Institute of Professional Accountants (IPA), Calicut, an ISO 9001: 2008 Certified Accountant's Training Institute
- ❖ Internal Auditor of Quality Management System ISO 9001:2008
- ❖ Fundamentals & Advanced Software Training for Real Estate from Master Key, Dubai

IT Skills

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| ❖ Dynamics NAV 2017 | ❖ Peachtree 2007 | ❖ SAP for Reports |
| ❖ Tally ERP 9 | ❖ Quick Books | ❖ Microsoft Office- Macros |
| ❖ ERP Modules (Citrix) | ❖ Focus Reach | ❖ Certified Master Key (Real Estate Software) User |
| ❖ Orison (Finance & School Modules) | ❖ Mograsis | ❖ Illumine |

Personal Snippets

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| ❖ Year of Birth | 1984 | ❖ Visa Status | Employment Visa |
| ❖ Marital Status | Married | ❖ Driving License | LMV- UAE |
| ❖ Nationality | Indian | ❖ Address | Sharjah, UAE |
| ❖ Passport No. | MXXXXX87 | ❖ Languages | English, Hindi, Malayalam and Tamil |