

Vineeth Sooryadevan

Finance Manager

15 Years UAE Experience • IFRS • VAT • School Finance



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portfolio

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Location: Sharjah, UAE

PROFESSIONAL SUMMARY

Finance Manager with 15+ years of UAE experience in financial reporting, financial analysis, budgeting, variance analysis, VAT compliance, audit coordination, and ERP systems. Expert in IFRS, cash flow management, cost control, revenue management, accounts payable/receivable, and compliance reporting across education, retail, and real estate sectors. Proven track record in strengthening financial controls, improving cash flow, supporting strategic decision-making, and managing end-to-end audit processes.

CORE COMPETENCIES

- General Accounting (IFRS)
- Budgeting & Forecasting
- Finance Management (School Sector)
- UAE VAT Compliance (FTA)
- Accounts Payable & Receivable
- Cash Flow & Fund Flow Analysis
- Financial Reporting & MIS
- Payroll & WPS Administration
- Import / Export Accounting
- Credit Control & Collections
- Fixed Asset Register (FAR)
- Internal Audit & Risk Management

PROFESSIONAL EXPERIENCE

Finance Manager

Aug 2022 – Present

Scholars International Academy Pvt School LLC | Early Explorer Nursery

Sharjah, UAE

- Lead comprehensive financial planning, budgeting, and forecasting; track income and expenditure against school budgets; deliver monthly management accounts to the Head of Operations and governing bodies
- Maintain robust financial controls; review and update the Financial Procedures Manual in compliance with SPEA regulatory requirements
- Direct cash flow projections, disbursements, banking security, fundraising, and school trip finances
- Administer UAE VAT accounting, timely refund submissions, and reclaim returns in full FTA compliance
- Supervise school-wide accounting systems (Orison, QuickBooks, Mograsis, Illumine); ensure data integrity, system backups, and ongoing staff training
- Drive accounts receivable — tuition fee invoicing, follow-up on outstanding balances, payment reconciliation, ageing analysis, and billing dispute resolution
- Coordinate all external audit cycles (interim and final); prepare audit working papers, financial statement schedules, and liaise with external auditors
- Collaborate with HR to process WPS payroll, staff pensions, gratuity provisions, and all personnel-related financial matters
- Identify, assess, and mitigate financial risks including budget shortfalls, funding changes, and compliance exposures; implement and monitor internal control frameworks
- Govern accounts payable — accurate recording, authorised vendor payments, invoice verification, and proper documentation per school payment policy
- Engage with administrators, board members, faculty, parents, and external auditors to uphold financial transparency and support sound governance

Senior Accountant

Rivoli Group LLC

Jun 2013 – Aug 2022

Dubai, UAE

- Delivered end-to-end accounting operations including AP/AR, banking transactions, financial reconciliation, and full month-end close processes
- Reconciled import VAT under the Reverse Charge Mechanism (RCM); processed Customs Duty and Freight for import/export shipments per Incoterms
- Utilised Microsoft Dynamics NAV 2017 for core finance operations and SAP for management reporting; produced MIS, sales, EXIM, DSR, and MSR reports
- Administered AR across Dubai, Bahrain, and Oman; coordinated with sales teams on outstanding receivables, credit limits, and credit period reviews
- Reviewed General Ledgers at month-end for accuracy; prepared complex journal entries including intercompany transactions and amortisation schedules
- Verified freight forwarder invoices against contracted rate charts; ensured accurate accounting and timely payment settlements

Accountant

Loyal Traders & Real Estate Brokers

Dec 2010 – May 2013

Dubai, UAE

- Produced P&L statements and Balance Sheets for the parent company and subsidiaries; managed fund flow analysis, financial reconciliation, budgeting, and cost analysis
- Processed WPS payroll; maintained credit control through systematic vendor/client follow-ups for timely settlements
- Maintained real estate financial records via Master Key Software; utilised Tally ERP 9 for daily bookkeeping and reporting

Executive Accounts

G4S Security Services (India) Pvt. Ltd.

Apr 2008 – Feb 2010

India

- Handled invoice processing, petty cash management, bank reconciliation, and credit control via Citrix ERP
- Served as Internal Auditor for Quality Management Systems certified under ISO 9001:2008

EDUCATION & PROFESSIONAL CREDENTIALS

CMA (USA) – Certified Management Accountant

Institute of Management Accountants (IMA)

Indian Institute of Commerce Lakshya (IIC Lakshya), UAE

IN PROGRESS

Since October 2025

Master of Commerce (M.Com)

University of Calicut, India

Sep 2005 – Nov 2007 | Examination: October 2007

Accreditation: University Grants Commission (UGC), India

VERIFIED

UAE MOHESR Recognised

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DataFlow Group — POSITIVE

Ref: M014-2510-2687660 | 03 Nov 2025

Bachelor of Commerce (B.Com)

University of Calicut, India

2005

PROFESSIONAL DEVELOPMENT & TRAINING SKILLS

- FTA-Certified VAT Training — KHDA Dubai, Elegant Professional & Management Development Training Centre
- International Financial Reporting Standards (IFRS) — Acumen Programme, Finance First & Khaleej Times
- Quality Management System (QMS) — ISO 9001:2008 Internal Auditor Certification
- Manual & Computerised Accounting — Institute of Professional Accountants (IPA), Calicut; ISO 9001:2008 Certified Institute
- Certified User — Master Key Real Estate Software, Dubai

TECHNOLOGY & SYSTEMS PROFICIENCY

- MS Dynamics NAV 2017
- SAP (Reporting Module)
- Orison (School Finance ERP)
- QuickBooks
- Tally ERP 9
- Mograsis
- Illumine
- Peachtree 2007
- Focus Reach
- Citrix ERP
- Master Key (Real Estate)
- Microsoft Office & Excel Macros

PERSONAL DETAILS

Nationality:	Indian	Visa Status:	Employment Visa
Year of Birth:	1984	Driving Licence:	LMV - UAE
Marital Status:	Married	Languages:	English, Hindi, Malayalam, Tamil