

VISHNU RAJEEV

ACCOUNTANT

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SUMMARY

Results-driven Accountant with proven experience leading end-to-end UAE accounting operations, including bank reconciliations, intercompany accounting, accounts payable, VAT filing, audit support, and month-end closing.

Built a track record of developing tools that reduced reconciliation errors by over 80%.

Holds an MBA in Finance & Human Resource Management and a Bachelor of Commerce in Accounting, and is currently pursuing ACCA qualification. Proficient in SAP ERP and financial reporting, with a strong focus on accuracy, compliance, and process improvement.

PROFESSIONAL EXPERIENCE

Accountant

06/2023 – Present

Nishat General Company LLC

Dubai, UAE

- Performed monthly bank reconciliations across multiple accounts, identifying and resolving discrepancies to ensure accurate financial reporting.
- Designed and implemented a proprietary credit card reconciliation tool, streamlining the process across multiple accounts and reducing reconciliation errors by over 75%.
- Managed intercompany and inter-branch reconciliations, maintaining accurate balances and ensuring smooth financial coordination across entities and branches.
- Developed an Excel-based tracking file for staff visa details, reconciling records against the NIP (Labour) statement and company ledger, reducing discrepancies by over 80%.
- Developed a VBA-automated Excel solution for VAT computation across the company and its sister company, ensuring accurate, error-free calculations and eliminating manual processing time.
- Led a team in conducting an internal audit across group entities, identifying accounting discrepancies and financial irregularities, and directed corrective actions to restore accurate reporting and strengthen internal controls.
- Managed end-to-end accounts payable (AP) operations, including invoice verification, payment processing, and vendor account reconciliation.
- Tracked and monitored vendor payments to ensure timely settlements and maintain strong supplier relationships.
- Coordinated foreign supplier payments and international settlements, ensuring compliance with company policy and banking regulations.
- Prepared financial documents, schedules, and supporting records for internal and external audits, ensuring audit readiness.
- Investigated and resolved accounting discrepancies in line with accounting standards (IFRS) and internal controls.
- Prepared and filed UAE VAT returns in compliance with FTA regulations, ensuring accuracy and on-time submission.
- Supported preparation and filing of UAE Corporate Tax returns, ensuring timely and compliant submission.
- Maintained accurate financial records and documentation to support reporting accuracy and audit compliance.
- Collaborated with cross-functional teams to streamline payment processes and strengthen financial controls.
- Supported month-end and year-end close processes through timely reconciliations and account reviews.

Assistant Accountant (Remote)

01/2023 – 04/2023

Insight Editions

San Rafael (CA), USA

- Created and updated job records in FileMaker and Sage, ensuring accurate maintenance of new and existing job information.
- Created, maintained, and organized spreadsheets to support accurate financial data management and reporting.
- Identified appropriate imprints and rectified discrepancies to maintain data accuracy.
- Maintained and duplicated original job records in FileMaker in accordance with established company procedures.
- Reviewed, sorted, and organized Deal Memos based on job classifications to support efficient workflow.
- Processed accounts payable invoices, ensuring accurate data entry and timely recording in the accounting system.
- Performed customer account reconciliations, ensuring accurate balances and resolving discrepancies in a timely manner.

Internship Student

05/2022 – 07/2022

Torry Harris (P) LTD

Kerala, India

- Completed a range of simultaneous job tasks to support professor's academic, research, and operational needs.
- Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
- Completed research, compiled data, and assisted in timely reporting and report presentation.
- Produced high-quality communications for internal and external use.

Team Leader (Internship)

Big Bazaar

12/2021 – 02/2022

Kerala, India

- Resolved problems, improved operations, and provided exceptional service.
- Actively listened to customers, handled concerns quickly, and escalated major issues to supervisors.
- Developed team communications and information for meetings.
- Used critical thinking to break down problems, evaluate solutions, and make decisions.

EDUCATION

The Association of Chartered Certified Accountants (ACCA)

UAE

06/2026 – Present

Master of Business Administration (Finance & Human Resource Management)

Chinmaya Institute of Technology, India

2020 – 2022

Bachelor of Commerce – Accounting & Computer Application

Kannur University, India

2017 – 2020

SKILLS

- | | |
|---------------------------------|---------------------------------|
| • Bank Reconciliation | • Financial Accounting |
| • Accounts Payable(AP) | • Vendor Account Management |
| • Accounts Receivables(AR) | • Foreign Supplier Settlement |
| • VAT Filing (FTA) | • Payment Processing & Tracking |
| • Corporate Tax Assistance | • SAP ERP |
| • Month-End & Year-End Closing | • MS Office |
| • Financial Reporting | • MS Excel VBA |
| • General ledger Management | • Intercompany Reconciliation |
| • Tally | • Inter-Branch reconciliation |
| • Audit Support & Documentation | • Accounts Reconciliation |
| • Financial Record Maintenance | • Ledger Scrutiny |

PROJECTS

- Designed and launched the project "A Study on Analysis and Interpretation of Financial Performance of Torrey Harris (P) LTD," submitted to university as part of MBA (2022).
- Designed and launched the project "An Organizational Study with Reference to Big Bazaar, Kochi," submitted to university as part of MBA (2021).
- Designed and launched the project "A Study on the Diversification of the Toddy Sector with Reference to Kannur District," submitted to university (2018).