



Vishnu Pradeep

Nationality: Indian **Location:** Kerala, India

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Languages known: English | Malayalam | Hindi

Profile

A detail-oriented and results-driven **financial and administrative professional** with **over 5 years of experience** in **finance, accounting, and administrative support**. With a strong background in **corporate taxation, VAT, accounts payable/receivable, and budgeting**, I am eager to leverage my advanced UAE VAT and taxation certification and hands-on internship experience to contribute effectively to Junior Accountant, Business/Administrative Assistant, or HR & Payroll Assistant roles. Skilled in streamlining workflows, ensuring regulatory compliance, and enhancing operational efficiency, I aim to bring value to dynamic teams while ensuring financial integrity and smooth administrative operations.

Work Experience

10/2019 – 12/2024
India

Financial & Administrative Assistant | Bharat EMCT College of Allied Health Sciences, Kerala

- Manage daily financial operations, ensuring accurate records, budgeting, and timely reporting.
- Process accounts payable/receivable, ensuring prompt payments and minimizing invoice discrepancies.
- Identify and resolve financial discrepancies through detailed analysis and effective communication.
- Assist in financial forecasts and budgeting to support long-term planning and strategic decisions.
- Streamline financial workflows with other departments, improving operational efficiency.
- Ensure compliance with internal policies and external regulations, ensuring audit readiness.

02/2016 – 03/2019
UAE

Banker | Sharaf Exchange LLC, Dubai

- Managed daily banking transactions, deposits, withdrawals, and customer inquiries, maintaining high customer satisfaction levels.
- Processed foreign exchange and remittance transactions, ensuring compliance with regulatory standards.
- Assisted customers with financial product inquiries, increasing product sales.
- Balanced cash registers, ensuring financial accuracy and preparing reports for branch managers.
- Trained and mentored junior staff, improving team performance and customer service.

09/2014 – 02/2015
India

Online Transaction Process Associate | Mphasis India Pvt Ltd, Bangalore

- Processed online financial transactions, maintaining a high accuracy rate for customer data and transaction details.
- Assisted in resolving transaction-related issues, improving customer retention.
- Managed records for online transactions, supporting financial teams in reporting and reconciliation.
- Ensured compliance with internal security protocols and company standards.

06/2014 – 01/2014
India

Business Process Associate | Accenture, Bangalore

- Streamlined business processes, improving processing time for tasks.
- Managed client communications, ensuring prompt responses and high satisfaction.
- Supported documentation, data entry, and reporting to meet project deadlines.

Work Experience

12/2013 – 05/2014
India

- **Accounts Executive | Indev Logistics Pvt Ltd**, Bangalore,
- Managed accounts payable/receivable, improving cash flow.
- Reconciled company accounts and ensured compliance with accounting standards.
- Assisted in the preparation of financial reports, including balance sheets and income statements.

Core Competencies & Skills

- **Corporate Taxation & VAT:** Advanced expertise in UAE VAT regulations and taxation procedures.
- **Financial Reporting & Analysis:** Proficient in preparing financial statements, balance sheets, and income statements.
- **Accounts Payable/Receivable:** Strong experience in managing invoicing, payments, and financial transactions.
- **Budgeting & Forecasting:** Skilled in financial planning, budgeting, and long-term forecasting.
- **Process Improvement:** Experienced in identifying and implementing process improvements for operational efficiency.
- **Administrative Support:** Proficient in managing schedules, organizing documentation, and supporting teams.
- **Compliance & Regulatory Standards:** Knowledgeable in maintaining compliance with financial and tax regulations.
- **Customer Service & Relationship Management:** Focused on delivering exceptional customer service and managing vendor relations.

Education

- **Master of Business Administration (MBA) in Finance & Marketing** | Bangalore University | 2013
- **Bachelor of Commerce (B.Com) in Computer Applications** | M.G. University | 2010

Certifications

- UAE VAT & Taxation | Skillmount, KHDA & FTA Approved
- Microsoft Office Specialist: Excel Associate (Office 2019)
- Proficient in multi-sheet workbooks, data visualization, and financial reporting
- Tally ERP Certification
- Tally Academy, Cochin
- Accounts Executive Programme (AEP)
- Academy of Accounts
- Certified Course on Capital Markets
- Cochin Stock Exchange Institute of Capital Market

Internship

Intern | Capella Tax Consultancy | UAE

- Gained hands-on experience in corporate taxation and VAT procedures.
- Supported tax-related processes, assisting in the preparation and filing of VAT returns.
- Assisted in improving internal processes, ensuring compliance with UAE tax regulations.

References

- Arun R Nair | **Administrator** | **Bharat EMCT College of Allied Health Sciences** | info@bharatcollegepala.in | +91 8943632779