

# Gireesh Vettikkunnath

## General Accountant

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## PROFILE SUMMARY

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Highly organized and dedicated Accountant Professional with over 6 years of experience in Accounting and Financial planning. Over 4 years of work experience in UAE. Dedicated to provide accurate financial accounts and reports to comply with accounting principles and practices. Superior analytical skills with an expertise in transaction/workflow details in support of process and profit improvement. Possess a comprehensive undertaking of all aspects of accounting and financial planning. Presently seeking to secure a responsible position in account management, sharing my experience and advanced accounting abilities to effect employer growth and success.

## WORK EXPERIENCE

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### Accountant

January 2020 – Present

#### Strings International Advertising L.L.C At Dubai, UAE.

Worked as an Accountant and helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances.

- Prepared and analyzed daily cash flow statement and based on that alert to management to improve for fund planning.
- Preparing of Sales Report on daily basis.
- Banks and cash reconciliation
- Preparation of various MIS reports periodically
- Preparing schedule for Review & Audit Purpose.
- Processing Payments through Cheque.
- Processing Foreign Payments through Letter of Credit, Telegraphic Transfer, and Accounting the same
- Time Analysis and payment of the outstanding supplier balances (on the due date)
- Reconciliation of all ledger's exclusively for customer and supplier ledger on weekly monthly basis, and followed for balance confirmation from them.
- Accounting and Payment of Freight
- Monthly closing of books of accounts including passing provisional entries for accrual.
- Prepared preview and financial statements like AP, AR report to management.
- Preparing Payroll, & Processing Salaries through WPS.
- Payroll Cost/Deductions/Leave Salary/Final Settlement-Preparation & give the entries.
- Other finance & accounting tasks, reconciliations, and responsibilities as assigned.
- Work with Internal and External Auditors during review and audits to ensure full cooperation from accounting staff and compliance with all qualifies requests.

## Accountant Assistant

September 2016 – December 2019

Cochin Majlis Food Mall at Kochi, India.

- Preparing of Cash flow Statement on daily basis.
- Responsible for monthly close as well as maintenance of all accounting ledger including monthly review of all financial reconciliations
- Physical Verification of Stock on Weekly basis
- Banking Entries of Other Incomes
- Bank Reconciliation on Daily basis
- Supplier Reconciliation on Weekly basis
- Time Analysis and payment of the outstanding supplier balances (on the due date)

## EDUCATION

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University of Calicut, Kerala, India.

April 2010 – April 2012

Bachelor of Commerce — Cooperation.

## EXPERTISE

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### Software

Tally Gold Prime, MS Office, Sage, Oracle, Zoho Books, Quick book.

### Languages known

English, Hindi, Tamil and Malayalam (Native).

## KEY SKILLS AND CAPABILITIES

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- Accounting
- Financial Planning
- Tax Computing
- Reconciliation
- Payroll Management
- VAT Filing
- AR & AP
- Petty Cash Management
- Financial Reporting
- Cash Flow Management
- Auditing
- Invoicing
- Budgeting
- Accounting Reports
- Cost Control
- ERP Implementation
- Ageing Analysis
- Financial Analysis

## REFERENCE

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Mr. Sheik Zakariya, Accounts Manager, Strings International Advertising LLC  
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