

GINISH KUMAR

Accountant or Accountant Payable

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Permit Indian License

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Highly organized and self-motivated professional with more than 5 years of experience in accounting and finance. Demonstrated expertise in managing accounting operations, utilizing strong organizational and interpersonal skills to successfully complete tasks. Known for reliability, a strong work ethic, and the ability to quickly adapt to new tasks and environments. Proficient in managing budgets, payroll, invoicing, and general accounting functions. Instrumental in ensuring full compliance with business operations and maintaining adherence to budgetary guidelines.



Work History

Oct 2022 - Accountant

Oct 2024

Lulu Group International, Riyadh, Saudi Arabia

- Vendor payment preparation as per Terms (Cheque and Online payment)
- Invoice verification and filing
- VIM (Vendor Invoice Management) validation of invoices
- Invoice & Expense Posting and ledger clearing
- Stock taking as per audit request
- Dealing with auditors and suppliers
- Assisting monthly payroll preparation
- Reconcile accounts payables and receivables
- Prepare and maintain various reports
- Experience in Regional accounting
- VIM validation of invoices and posting
- Prepare and maintain accounting journals, ledgers, and other records
- Physical inventory updation
- Petty cash management
- Prepare daily cash report, petty cash statement and bank reports
- Review transactions on a daily basis to ensure conformity to policies and procedures
- Preparation of employee payroll and incentives
- Handled day-to-day accounting processes to drive financial accuracy.

Feb 2019 - Accountant

Jul 2020

PNL Pvt.Ltd., Palakkad, Kerala

- Handled day-to-day accounting processes to drive financial accuracy.

- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Financial Record-Keeping: Maintain accurate, up-to-date, and compliant financial records, including accounts payable, accounts receivable, and general ledger.

**Jun 2017 -
Jan 2019**

Audit & Accounts - Trainee

K V Venkitaraman CA Firm, Palakkad, Kerala

- Finalization of books of accounts, Ledger scrutiny and verification
- Documentation of invoices and various records
- Assist in filing VAT returns
- Assisting various statutory audits
- Provided valuable assistance during audits by gathering necessary documentation and responding to inquiries from auditors.
- Reconciled accounts, managed audits and updated financial records with remarkable accuracy.
- Presented audit findings to accounting manager after reviewing results and paperwork.
- Keeping accounts books and systems up to date



Skills

- VIM validation of invoices
- Documentation
- Time management
- Teamwork
- Multi tasking
- Bookkeeping
- Bank reconciliation
- Accounts payable software
- Microsoft Excel proficiency
- Invoice processing
- Payment processing



Education

**Jul 2015 -
May 2017**

Master of Arts: Commerce

Nehru Arts And Science College - Tamilnadu, India

Bachelor of Arts: Commerce

May 2015



SAP



Advanced

Tally ERP



Advanced

MS Office



Advanced



English



Intermediate (B1)

Hindi



Elementary (A2)

Arabic



Beginner (A1)

Tamil



Advanced (C1)

Malayalam



Bilingual or Proficient (C2)



Nationality: Indian

Visa Status: Visit Visa



Disclaimer

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.