



VINEESH P V

A highly dedicated and tactful person with proven experience of more than 8 years with good knowledge in Accounting, Procurement & Sales, Administration Operations wanted to be a part of an organization where, I can perform strategically and contribute remarkably towards organizational goal with a view to its vision and mission along with a good substantial career growth.

DETAILS

D.O.B:

20 May 1994

ADDRESS:

Parakkal House,
Ollukkara PO,
Thrissur.
680655

PHONE:

+91-9539354713

EMAIL:

Vineeshpv94@gmail.com

SKILLS

*Tally
*MS Office
*Treasury &
Procurement
Management

HOBBIES

*Cricket
*Movies

LANGUAGES

Malayalam
(Mother tongue)
English
Hindi

EDUCATION

Master Of Commerce (Finance) - University of Calicut

2014 – 2016

Bachelor Of Commerce (Finance) – University of Calicut

2011 – 2014

WORK EXPERIENCE

Lahanti Lastmile Services Pvt Ltd (Business Correspondant of ESAF Small Finance Bank), Thrissur – Officer Accounts.



April 2022- Present.

- Planning in Working Capital – Proper Planning and Execution of keeping Minimum Account Balance in companies Various Bank Accounts for avoiding Bank charges. Ensuring Treasury Payments without any late and delay. Make sure to avoid duplicate payments and cross check the beneficiaries Bank Account details randomly before upload the transactions for payments.
- Cash Flow Statement Preparation – Prepare Cash flow Statement for each Financial Quarters and up to date the cash flows for regular basis for forecasting the fund position of the company.
- MIS Report – Support Business team in preparing various MIS report related to finance.
- Reconciliation – Bank & Branches reconciliation on daily basis.
- Tax Payments – Ensure all the tax payments within the time bound has prescribed by the Central & State Govt. Authorities.
- Book Keeping & Vouching.
- Statutory Audit – Support external auditors for preparing the Financials on annual basis.
- Monitoring Staffs Monthly Benefits – Checking all the staff related monthly payments in detail like Incentive, Conveyance for 1000 employees. Before granting approval for the final payment.
- To implement and timely complete all the procedures and changes in various Bank Accounts have decided by the board of directors after the board meeting.
- Prepare and submit Board notes, Board Resolutions, Minutes related to Finance Department Quarterly.

Mseyar Fortunes (Fresh Cart), Thrissur – Accountant

August 2021 – March 2022.

- Preparation of Branch wise closing report on day wise and support the management team to Sales analysis and forecasting.
- Data Entering, Book Keeping & Vouching.
- Making Purchase Order and confirm the delivery as per the P.O initiated.
- Bank Reconciliation.
- Treasury Management.

Sijo VD & Associates, Chartered Accountants, Thrissur – Accounts Executive -

August 2021 – March 2022.

- Gst Returns of GSTR-1, 3B, 7, CMP08 and Kerala Flood Cess Preparation and Filing.
- Data Entering, Book Keeping & Vouching.

Oman Oil Company Exploration & Production LLC, Oman – Maintenance Supervisor

May 2018 – Oct 2019.

- Provide necessary assistance to Admin, IT, HSE Departments for smooth running of the Organization.
- Manage Postal services, Office Stationery and Cleaning stuffs.
- Dispatch, Collect and distribute materials related Plants operation from Office to Plants and vice versa.
- Supervise and co-operate with external office maintenance team. Make sure to follow all the safety aspects prescribed by the HSE team in all the activity.
- As a team leader to guide office boys & cleaning staffs.

Venus Hardwares & Electricals, Thrissur – Accountant

August 2016 – March 2018

- Customer Interaction and Support Services.
- Account Receivable and Payable Management.
- Data Entering, Book Keeping, Bank Reconciliation & Vouching.
- Preparation of Financial Reports (MIS) for audit & Stock report.
- Treasury Management.

Bestfloorings Pvt Ltd, Thrissur – Accountant

Oct 2015 to Mar 2016

- KVAT Return filing.
- Data Entry, Book keeping & Vouching.
- Labourers wage calculation on weekly wise.
- Attendance Keeping.

Vasan & Wales Chartered Accountants, Thrissur – Accountant & Audit Assistant

Oct 2014 to Sep 2015

- Worked as a Concurrent Auditor at SBI RASMAC, Thrissur and Palakkad.
- Book Keeping and Vouching.

DECLARATION

I, **VINEESH P V**, hereby declare that all the information given above is true to the best of my Conscience and knowledge.