



# VAISHNAV P

## PROFESSIONAL SUMMARY

Ambitious Accounting Assistant with proven history of successful employee expense account management and solid vendor rapport. Adept in monitoring outstanding accounts to reduce payment time. Eagerly seeking role of increased responsibility to contribute to goal-centred accounting team.

## WORK HISTORY

### Accounts Assistant 12/2019-Current NAWAES AL MADINA SUPERMARKET L.L.C

- . Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable
- . Monitored accounts payable and receivable status and delegated tasks as needed
- . Reviewed general ledger entries for accuracy and to determine completeness
- . Tracked employee time and attendance for payroll
- . Completed reports detailing financial data for management and stakeholders
- . Gathered all banking transactions via statements, recorded activity in excel format, and reconciled balances
- . Balanced reports and batch summaries to submit for approval
- . Gathered all banking transactions via statements, recorded activity in excel format, and reconciled balances

### ACCOUNTS PAYABLE ASSISTANT 07/2018-10-2019 ADCFA-INDIA

- . Executed billing tasks and recorded information in company databases
- . Set up new client accounts, ensuring the accuracy of the information and secure compliant storage of data,
- . Processed payment via telephone and in-person with a focus on accuracy and efficiency
- . Handled account payments and provided information regarding outstanding balances
- . Handled incoming company payments including card payments over the phone with exceptional accuracy
- . Assisted management with implementing a new accounting software program
- . Created and improved filing system to maintain secure client data
- . Monitored outstanding invoices and performed collections duties

## EDUCATION

Diploma: Computerized Accounting, 05/2018  
College of Commerce

B.com, 04/2018  
Kannur University - kannur

## CONTACT

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## SKILLS

- . Payroll operations
- . Sales commission knowledge
- . Data collection and sampling
- . Accounts Payable
- . Sales associate expertise
- . Building effective relationships
- . Sage
- . Data entry
- . QuickBooks
- . Peachtree
- . Accounts payable/accounts
- . Receivable

## LANGUAGES

- . English
- . Malayalam
- . Hindi
- . Tamil