



VINEETH K

ACCOUNTANT

// PROFILE

6+ year's experience as an accountant in an International company with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a new challenging environment and grow with the company to achieve its goal and get additional knowledge.

// EDUCATION

- 2013 - 2016 **BACHELOR OF COMMERCE**
Kannur University
- 2017 **DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING**
G-Tec Computer Education

// WORK EXPERIENCE

- 2020 - 2024 **ACCOUNTANT**
Malabar Group Headquarters - Kerala, India
Accounts Receivables & Payable Department

Review accounts payables/receivables, general ledger postings and Prepare Cash Flow Reports

Assist with Preparing & Analyzing financial information and summarize financial status

Reconcile month-end year-end reports Focusing on outstanding invoices >30 days bucket to avoid aged items

Maintaining trackers like PTP, Broken PTP, Dispute and >90 days bucket Analyzing and clearing old credits

Reporting daily financial status and clearing vendor's dues with in the period

Preparing Ageing files and sharing statement of accounts for client's reference & Handling month end reports like ageing comparison files
- 2017 - 2020 **JUNIOR ACCOUNTANT**
Malabar Group of Companies - Andhra Pradesh, India
General Accountant

Prepare and analyzing MIS Report

Banking & Credit card Reconciliations





Compile General ledger entries on short schedule with 100% accuracy, invoice processing

Handling Payroll & used accounting software to issue tax and statutory return (GST, TDS, ESIC, EPF, and Labour Welfare Departments)

Stock Auditing and verification

Documentation & Filing

// CONTACTS

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-  **LOCATION**
Sharjah , UAE
-  **LINKEDIN**
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// SOFTWARE EXPERTISE

Microsoft Dynamics 365
Microsoft Dynamics AX
MS Excel Advanced
MS Office
HRMS (Payroll Management)
Peachtree & QuickBooks
Tally ERP 9.0 , Prime
Outlook

// SOFT SKILLS

- Supervision & Leadership
- Team Management
- Teamwork
- Problem Resolution
- Analytic
- Communication

// LANGUAGES

- English
- Malayalam
- Hindi
- Telugu
- Tamil