

VINITHA THOMAS

dubai

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+971547326984

Resourceful Accounting • Accounts Payable

Professional excelling at • On time Import / Local Invoicing & payments by reconciling Vendor's designing efficient quality SOA.

procedures and maintaining • Posting Inter- company bills for correct accounting knock offs sound internal practices, • Settlement of delivery cost bills against Import Purchase and local seeking responsible and purchases.

challenging positions across the • Clearing Vendors queries.

various organizational fields • Coordinating with FTL Team, MIS Team and Purchase dept. for clearing.

- the issues related to Import Purchase Posting/Miro of Non trade bills

where my education and

according to Purchase order.

abilities will have valuable

- Ensuring that All Filings of Documents are done Perfectly.

application for the growth of my

- General Ledger

company as well as mine.

- Reviewed GL entries and assessed accuracy.

- Reconciled all company accounts, including credit cards, employee

Work Experience

Assistant Accountant

JALEEL HOLDINGS

vinithathomas1991@gmail.com Jaleel Holdings is a UAE based investment company with interests predominantly in

Phone No: 0547326984 trading and distribution of fresh fruits, vegetables and fast moving consumer goods, with an annual turnover of 1.6 Billion

Address: Karama Dubai

Assistant Accountant

Education

Associates

University Kottayam - Kottayam, KERALA, IN

2014 to 2015

B.COM in Sales

University Kottayam - Kottayam, KERALA, IN

2012

Skills

RECONCILIATION, ACCOUNTING, FINANCIAL STATEMENTS, FINANCE, GENERAL LEDGER, SAP

Additional Information

SKILLS expenses and commissions.

- Analyzed monthly balance sheet accounts for corporate reporting.

WORK • Assisted management with the finalization of the annual expense plans.

SAP • Prepared accurate financial statements at end of the quarter.

- Filed tax returns and prepared governmental reports in compliance

Tally ERP

with strict standards.

Oracle Right Now

- Maintained integrity of general ledger, including the chart of accounts.

DART • Created periodic reports comparing budgeted costs to actual costs.

Winman • Asset Master Creation & Asset Creation/Transfer/Scrap accounting

Microsoft • Trained new employees on accounting principles and company procedures.

PERSONAL • Treasury management/Accounts Receivables

- Cash book preparations.

COMMUNICATION

- Online payment initiation follow up and processing.

ORGANIZATION • Maintaining and recording of different types of ledger.

TEAM PLAYER • Cheque coordination.

HARD WORK • Auditing.

SOCIAL • Monitoring of follow up of customers.

- Customer Aging.

ACADEMIC PROJECT • Bank reconciliation

- Organization Study at • Fund Management

Deshabhimani, Cochin.

- Project Study at TCC LTD,

Cochin

(2015 - 2017)

Finance and accounts associate

ACCOMPLISHMENT

Xerox Services India Private Ltd - Kochi

- Processing of PO invoices using 2 way and 3 way match.
- Point out the mistakes in Accounts processing and suggest solutions for
- Far and beyond award for avoiding escalations.

excellent performance. • Preparation of Daily Reports.

- Appreciations from India and • Completing the assigned activity and responds to client requests and

US clients for quick and queries within SLA

appropriate actions. • Weekly reporting of FA Activities.

- Effectively managed huge volumes of inbound customer calls and emails with tact and professionalism.

- Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problems.