

**LINDA LAL**  
**ACCOUNTANT (3years)**



**Contact: +971 0522949589**

**Address:** Dubai, United Arab

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**Skill**

- Financial Reporting, Financial Analysis
- Monthly Close Process, Misreporting
- Cash Flow, Inventory management
- Accounts Receivable I Payable
- Internal Controls, Cash Handling
- Financial Transactions, Accruals
- Accounts reconciliation
- Bank reconciliation, Trade Finance
- Journal Entries, Bookkeeping
- Goods and Service Tax(GST)

**Education:**

- University of Pondicherry, 2019-2021 (Master of Business Administration )
- University of Calicut, 2015-2018 (Bachelor of commerce )
- HSE Board Plus two 2013-2015 (Commerce)

**Professional Summary:**

Efficient Accounts Receivable Specialist offering 3 years of experience in accounts receivable functions. Excellent knowledge of collection and claims procedures with strong communication skills utilized in resolving customer queries. Skilled in accurately preparing weekly and monthly reports within tight deadlines.

**Work Experience**

**ACCOUNTS MANAGER (2 YEARS)**

(Worked as an Accounts manager in ATEES INFOMEDIA PVT LTD, THRISSUR, INDIA)

**ACCOUNTS MANAGER (1 YEAR)**

(Worked as an Account manager in SMART CLICK IT SOLUTION, THRISSUR, INDIA)

**Responsibilities and Accountabilities:**

- Process accounts approval on customer credit, Accounts receivable follow-up.
- Made outbound calls to vendors and customers to discuss and resolve account needs.
- Reconciled accounts receivable ledger to verify payments and resolve variances.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Checking customer's credit situation.
- Tracked contracts, proposals and waivers to keep billing accurate and current.
- Researched and resolved customer claims related to shortages, discount violations
- Chase overdue invoices by telephone, email & letter within agreed time scales.
- Prepared and mailed invoices to customers, processed payments and documented account updates.
- Submitted cash and check deposits and generated cash receipts to record money received.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Reconciled accounts receivable ledger to verify payments and resolve variances.

**LANGUAGES**

- English, Hindi, Malayalam, Tamil.

**SOFTWARE SKILLS**

- Microsoft Word, Microsoft Excel, Odoo Erp, Ecount

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