

VINEETHA VENUGOPAL

ACCOUNTANT | Jleeb Al Shuyoukh | +965 – 65794404 | vineetha1389@gmail.com
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SUMMARY

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail.

TECHNICAL SKILLS

- Oracle NetSuite
- Microsoft Office
- ERP
- Tally

PERSONAL TRAITS

- Quick Learner
- Adaptability to any work environment
- Good analytical and Communicating Skill

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

EXPERIENCE

05/2022 – Current Accountant - Ubuy Company – Kuwait

- Payroll – China and Romania (time sheet checking, updates the payroll sheet, voucher, Payment process, record, and reconciliation)
- Social Security – China and Kuwait (Update, voucher preparation, payment process, upload and reconcile.)
- Petty cash – China and USA
- Reconciliation of Indian Ubuy team's accounting with corresponding Indian bank accounts and gathering evidence for the transactions
- Payables – China (review, voucher preparation and payment process) and India expenses – Verifying the invoices from Ubuy Indian team, voucher preparation & initiating the payment process.
- Preparation of monthly expense report
- General expense report.

05/2021 – 04/2022 Junior Accountant - Ubuy Company - Kuwait

- Accounts payable - collecting invoices and paying bills of rent(offices and warehouses in Kuwait, China, Egypt, Japan), affiliate marketing expenses, legal advisory expenses, subscriptions, registration fees, training fees, temporary employees wages, international taxes, shipping and customs charges etc.
- Uploading credit card and banking transaction onto the accounting software NetSuite.
- Reconciliation of payment gateways (PayPal, MyFatoorah, tap payments, Fawry etc.) With credit cards and bank accounts.
- Reconciliation of Indian Ubuy team's accounting with corresponding Indian bank accounts and gathering evidence for the transactions
- Payroll accounting (USA and China employees).

02/2021 – 05/2021 Junior Accountant - Sara Arabia, Farwaniyah – Kuwait

- Record and post journal entries to ensure all business transactions are recorded.
- Maintaining accounts payable and perform reconciliations as assigned.
- Reconcile various bank accounts by compiling and balancing financial information on a monthly basis.
- Corrects accounting errors and posts journal entry adjustments.
- Supports Senior Accountant in the preparation of monthly closing which includes verifying and updating petty cash details and monthly sales of all showrooms.
- Assist in summarizing current financial status by collecting information and preparing profit and loss statement on a monthly basis.
- Handling Payroll process which includes collecting monthly timesheet, calculating employee benefits and deductions, preparing payroll reports, preparing payment slips and scheduling bank payments and handing out paychecks.
- Prepares cash vouchers and bank cheque.
- Prepare and maintain employee database in Excel as well as in ERP software.

10/2017 – 09/2018 Accounts & HR Assistant - Al Tebah General Contracting Company, Kuwait

- Handling full spectrum of payroll processing and administration.
- Perform daily account transaction and records to accounting system.
- Performs Bank Reconciliation.
- Preparation of quotations, purchase orders, customer invoice, etc. and maintaining the database.
- Maintaining and updating Employee Database which includes visa renewal, passport renewal.
- Preparation of all HR related letters, forms and documents and maintenance of its database.
- Assist superior in secretarial and confidential administrative tasks efficiently.
- Devise and maintaining systematic office filing system both electronic & physical copy.
- Handling the Recruitment process.

EDUCATION

2014-2016 Master of Business Administration (MBA): Finance & HR
Rajadhani Business School, University of Kerala

2011-2014 Bachelor of Commerce (B.com)
Nesamony Memorial Christian College - Tamilnadu

CERTIFICATIONS

- Microsoft Office Specialist for Office Excel
- IFRS
- Import and Export Management
- i-work
- SAP Business One

PERSONAL DETAILS

Passport No: S9919818
DOB: 18 June 1993
Visa: 18 - Transferable