

**Vidya Ratheesh**

Accountant

Doha- Qatar

Mobile: +974-55836760

Email: [vidyaratheeshnair@gmail.com](mailto:vidyaratheeshnair@gmail.com)**PROFILE**

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Looking for a position of an Accountant to become a skilled professional in the field and to explore my potential for further growth.

**SUMMARY OF EXPERIENCE**

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**Junior accountant (Al Mana Partners – Qatar)**

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in accounting tool SAP to ensure that information will be accurate and immediately available when needed
- Assist senior accountants in the preparation of monthly/yearly closings.
- Handling of petty cash box.

**Sales Executive HDFC Bank.**

- Organizing sales visits together with sales team.
- Demonstrating and presenting various products to customers
- Maintaining records about the customer information
- Attending trade exhibitions, conferences and meetings

- Aiming to achieve monthly or annual targets.

## **Accountant/ Admin Assistant (Goodwill Cargo Service- Qatar)**

- Settling the company records of accounting by determining the exact amounts payable and receivables
- Carrying out daily bank reconciliation
- Invoice processing for the works executed
- Circulating bank statements to respective users on daily basis
- Managing and processing financial deals among various companies and/or clients
- Support operation manager to set and review the rates based on the changes in the market.
- Regularly update the ledger entries in Tally
- Co-ordinate with various parties for signing financial contracts and agreements
- Preparation of logistics account reports and properly forwarding them to higher authorities

### **EDUCATIONAL QUALIFICATIONS**

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- Master of Commerce – Calicut University
- Bachelor of Commerce- Calicut University

### **TECHNICAL SKILLS**

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- Experience in Microsoft Excel, Word & Outlook
- Experience in Tally -Mid level
- Experience in SAP – Lower level

### **PERSONAL DETAILS**

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Nationality : Indian

Date of Birth : 29 Nov 1988

Marital status : Married

Visa Status : Family Visa

Languages : English, Tamil and Malayalam

Unrestricted

Passport Details : L5491950; Expiry Date: 21/11/2023

## DECLARATION

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I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Vidya Ratheesh**