**Vidya Ratheesh**

Accountant

Doha- Qatar

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**PROFILE**

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**

**Kindergarten Teacher (Windsor English Nursery)**

* Contributed to update the kindergarten curriculum to enable students to meet their developmental milestones.
* Develop and implement education programs accommodating different learning styles based on curriculum for children aged 3 to 6.
* Managed student’s behavior by creating an environment adjusted to their physical, social and developmental needs.
* Integrated new technologies in the teaching process by introducing smart boards in classes.
* Supervised children on outdoor activities and field trips
* Provide feedback to parents based on their performance of the children and suggest for improvements.

 **Kindergarten Teacher (Springfield)**

* Preparing and implementing the teaching plans for the kindergarten students.
* Creating a suitable environment that helps students to develop their social and psychological aspects
* Implement innovative teaching methods to bring more exciting experience to the students
* Organize the classrooms for the better utilization and learning environment.
* Evaluate students’ performance and progress and proactively update the parents to help them learn faster

**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.

**Accountant/ Admin Assistant (Goodwill Cargo Service- Qatar) 2**

* 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

**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.

**EDUCATIONAL QUALIFICATIONS**

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

**TECHNICAL sKILLS**

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

**Personal Details**

Nationality : Indian

Date of Birth : 29 Nov 1988

Marital status : Married

Visa Status : Family Visa

Languages : English, Tamil and Malayalam

**DecLARATION**

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

 **Vidya Ratheesh**