

# Nahitha Vinish

Fujairah, UAE | +971 58 244 6432 / +971 50 120 4313

Visa Status: Spouse Visa

neethuvinu203@gmail.com



## PROFILE

Experienced in day-to-day accounting processes and applicable regulations. Dedicated to maintaining accurate records with strong attention to detail, and equipped with expert financial knowledge.

## KEY SKILLS

- Team player & collaboration
- Fast learner & adaptable
- Cash flow projection & financial planning
- Accounts receivable & payable management
- Cash book reconciliation & recordkeeping accuracy
- Time management & organizational skills
- MS Excel, MS Word, MS Office
- Accounting software & financial reporting

## LANGUAGES

- English
- Malayalam
- Hindi

## PROFESSIONAL EXPERIENCE

### Accountant

Metro Manila Supermarket, Fujairah | Feb 2024 – Jul 2025

- Prepared monthly, quarterly, and annual financial reports.
- Reconciled monthly bank statements and resolved discrepancies.
- Managed financial accounts, reconciling bank statements and monitoring cash flow to maintain accurate records.
- Handled accounts payable and receivable, ensuring timely settlements and maximising cash flow.
- Posted journal and ledger entries, prepared financial statements and reports, and closed books.
- Updated general, sales and purchasing ledgers and verified against documentation.
- Generated financial statements documenting revenue, expenses, and liabilities.
- Reviewed accounts and bookkeeping records for compliance with accounting standards.
- Coordinated month-end and year-end close processes for timely reporting.
- Analysed financial data to produce monthly reports and provide insights to stakeholders.
- Reported on operating income, expenses vs. budgets, and forecasted financial trends.

- Prepared and submitted VAT returns on time.
- Calculated, prepared, and filed payroll taxes for clients.

## **EDUCATION**

### **Master of Commerce (M.Com)**

Calicut University – A.C. Kunjimon Haji Memorial College | 2017 – 2019

### **Bachelor of Commerce (B.Com)**

Calicut University – Ansar Women's College | 2015 – 2017