



# Geethu Muralidharan

Accountant

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## OBJECTIVE

Self-Motivated finance and accounts professional with seven years of experience. Adapts seamlessly to constantly evolving accounting process and new technologies. Detail-oriented, efficient and organized, with extensive experience in accounting systems. Specialised in financial planning and reporting in private sectors. Possesses strong analytical and problem-solving skills as well as written and verbal communication skills.

## EXPERIENCE

Dresden, Germany

Mar 2021 – Sep 2021

### Intern

*KeyleerKorb Enterprises*

- Desk work which mainly includes bookkeeping.
- Timely reporting and reviewing of financial accounts
- Assisting the representatives for daily operation across HR, Finance

Kochi, India

Jul 2012-Jan 2019

### Accountant

*International Instrument*

- Supporting the finance department, accountant and management team by completing routine including preparing budgets, maintaining reports, completing basic bookkeeping, invoices, bills, accounts payable/ receivable, purchase orders, managing payroll etc.
- Completing financial reports on a regular basis and providing information to the finance team, assisting with budget and completing bank reconciliations.
- Organizing and processing of office management tasks and processes.
- Support the preparation of quarter-end and year-end reporting.
- Assisted in accounts in SAP.
- Support in Midterm and budget processes based on the reporting requirements

## EDUCATION

Dresden, Germany

July 2019 - Present

**M.A International Business and Leadership**  
**SRH University**

Kerala, India

**Bachelors in Commerce**  
**MG University**

## SKILLS

SAP, Tally, Microsoft Office

## LANGUAGES

German – A2, English (Native)  
Malayalam (Native)