

## GANESHA MESTHA

(Experienced Account & Finance Professional)

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### CAREER SUMMARY

To be able to accomplish a responsible position in Finance & Accounts where my skills, capabilities, experience and accomplishment will allow myself for the opportunity related with career expertise and also to be able to exceed to the high standard of professionalism & quality service for the organization I may be associated with.

### ACADEMIC & PROFESSIONAL QUALIFICATION

#### Certification

#### Institute

Bachelor of Business Management

*Mangalore University, Karnataka*

### EXPERIENCE PROFILE

#### 1. LIGHT SPEED TRANSPORT L.L.C

##### **Senior Accountant**

From May, 2017 to Present

Dubai, U.A.E.

#### 2. HINDUJA GLOBAL SOLUTIONS (HGS)

##### **Account Processing Solution**

FEB 09<sup>th</sup> 2015 TO 17<sup>th</sup> MARCH 2017

BANGALORE, INDIA

#### 3. OFC TECHNOLOGIES & SERVICES

##### **Assistant Account**

OCTOBER 2013 TO 11<sup>th</sup> DECMEBER 2014

BANGALORE, INDIA

#### 4. A SHANBHAG & CO

##### **Assistant Account**

FEB 2011 to MAY 2012

KARNATAKA, INDIA

### JOB PROFILE – FINANCE & ACCOUNTS

- Managed day-to-day financial operations including **Accounts Receivable, Accounts Payable, General Ledger, and Inventory**, contributing to accurate financial reporting and overall performance results.
- Maintained and ensured **safe custody of petty cash**, performing daily **reconciliation of physical cash** with accounting records.

### AREAS OF SPECIALIZATION


- Value Added Tax (VAT)
- Corporate & Financial Reporting & Analysis
- Advanced Financial Management
- Internal and External Audits Evaluation

### COMPUTER PROFICIENCY

Well versed with the latest versions of the following:

#### Microsoft Office:

Microsoft Word, Excel, Power Point, Outlook

 Working knowledge and/or audit experience of essential computing programs such as:

- ❖ Fiscal ERP
- ❖ Tally ERP
- ❖ Other ERP Soft wares

### LANGUAGES

- English
- Hindi
- Punjabi
- Kannada & Konkani

### KEY PERSONALITY TRAITS

- Strong analytical, written/verbal communication, interpersonal skills;
- Systems knowledge and familiarity;
- Team worker, Problem solver, Disciplined & Upholding professional

### PERSONAL DETAILS

- Father Name: Babayya Mestha
- Religion: Hindu
- DOB: 01<sup>st</sup> Jun 1989
- Nationality: Indian
- Marital Status: Married
- Visa: Employment

- Accurately received, recorded, and processed **all incoming cash receipts and payment transactions** in the accounting system.
- Prepared cheques and coordinated the **delivery of duly signed cheques** in line with approved requisitions.
- Generated **container transportation invoices**, followed up on payments, and shared **Statements of Account (SOA)** with customers promptly.
- Matched **payment vouchers** with relevant charge vouchers and original supporting documents to ensure proper closure.
- Received, verified, and processed **advance cash requests** from operations teams in a timely and accurate manner.
- Reconciled **petty cash accounts with the General Ledger** and conducted **monthly supplier statement reconciliations** to ensure correct cost allocation and booking.
- Maintained effective **liaison with banks**, performed **daily bank reconciliations**, and submitted **daily Cash and Bank Position reports** to management.
- Processed **monthly supplier payments**, ensuring timely and accurate settlement of outstanding dues.
- Prepared and submitted **Quarterly VAT Returns** for Light Speed Transport LLC and associate companies; uploaded VAT reports to the **Federal Tax Authority (FTA)** portal and processed related payments.
- Reviewed and verified **job transaction entries**, supporting accurate and timely **closure of job files** in the system.
- Prepared **Monthly Financial Statements**, including the **Profit & Loss Statement**.
- Coordinated with **External Auditors** during both annual and interim audits, ensuring smooth and compliant audit processes.

Thanks & regards,  
Ganesha Mestha.