

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

Bachelor of Business Management

Institute

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 09th 2015 TO 17th MARCH 2017
BANGALORE, INDIA

3. OFC TECHNOLOGIES & SERVICES

Assistant Account

OCTOBER 2013 TO 11th DECEMBER 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 Softwares

LANGUAGES

- a. English
- b. Hindi
- c. Punjabi
- d. 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: 01st 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.