

LAVEESH KUMAR

Hosamogru House, Thekkaru Post

Belthangady Taluk, Uppinangady

Mangalore, Karnataka-574241

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Objective

Detail-oriented and results-driven accounting professional with over 5 years of experience in accounts payable, accounts receivable, financial reporting, general accounting, and office administration. Proven ability to optimize financial operations through strong organizational skills, analytical thinking, and innovative problem-solving. Adept at team leadership and cross-functional collaboration to support strategic objectives. Seeking to contribute to a dynamic organization that values growth, efficiency, and professional development.

Professional Experience Assistant

Asst. Officer – Accounts

Larsen and Toubro Limited (2023 – Present)

- Recorded and maintained daily transactions related to Accounts Payable (AP), Accounts Receivable (AR), and employee reimbursements, ensuring accuracy and timely processing.
- Managed end-to-end vendor payment cycles, including scheduling, processing, and posting payments.
- Prepared invoice aging reports, tracked outstanding payables, and escalated critical issues to management.
- Ensured proper GST and TDS deductions, GST return filing, GSTR 2B reconciliation and compliance with statutory timelines.
- Executed monthly, quarterly, and annual financial closures, preparing necessary reports and supporting internal and external audits, as well as ensuring tax compliance.
- Resolved all vendor queries and requests coming through mails within the contractual terms and conditions.
- Performed monthly reconciliations for customers, vendors, and bank accounts to ensure financial accuracy and integrity.
- Assisted in preparation of the annual budget and financial forecasts.
- Proficient in 2-way, 3-way, and 4-way invoice matching processes, including handling both PO-based and Non-PO-based invoices.
- Prepared payroll sheets and processed full & final settlements for employees in compliance with company policies.
- Maintained and analyzed large datasets in Excel, utilizing formulas like VLOOKUP, Pivot Tables, and conditional formatting.
- Successfully coordinated with clients collecting receivables, achieving collection targets through strong communication and negotiation skills.