

Vinita Kumari Dubey

Accountant

I'm a detail-driven accountant who turns numbers into narratives. Whether it's streamlining financial processes, uncovering insights through data, or ensuring compliance with a smile, I help businesses make smarter decisions and grow with confidence. I don't just manage numbers; I manage trust. I work closely with clients to understand their goals, solve problems proactively, and deliver peace of mind along with financial clarity.



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6265355782



Singrauli, India

SKILLS

Accounting and Financial

Client Management and Communication

Team Collaboration and Internal Coordination

Analytical and Problem Solving

Excel

Tally

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Puzzles & brain games

Toastmasters

Traveling

Photography

Cooking

WORK EXPERIENCE

Accountant

Primeone Workforce Pvt. Ltd.

Bhopal

Achievements/Tasks

- Manage day-to-day accounting operations including accounts payable, accounts receivable and general ledger entries.
- Prepare and maintain accurate financial records, ensuring compliance with company policies and accounting standards.
- Process employee payroll and maintain related documentation for compliance and audits.

Account Manager

Startek

Bhopal

Achievements/Tasks

- Managed clients.
- Developed and implemented strategic account plan in order to achieve sales target and foster account growth.
- "Collaborated with internal teams to promptly address and resolve client issues, ensuring a high level of client satisfaction.
- Resolved sellers concerns by providing continuous support until an appropriate solution was achieved.

CERTIFICATES

Certificate Of Internship in Finance

- Assisted in the preparation and analysis of financial reports, including budgeting and expenditure tracking.
- Supported account reconciliation and verification of financial records to ensure compliance with internal policies and government regulations
- Worked with the finance team to streamline documentation for vendor payments and tax filings

Certificate Of Basic Computer

- Gained foundational knowledge of computer operations, including hardware and software basics.
- Proficient in Microsoft Office Suite: Word, Excel, PowerPoint.
- Developed basic typing skills and understanding of data entry principles.

EDUCATION

Master Of Business Administration

IPS Academy

07/2021 - 06/2023

Indore

Bachelor of Commerce

Mata Gujar Mahila Mahavidyalaya

07/2018 - 06/2021

Jabalpur