



LUVISH GOONNIAH

Assistant Accountant

Profile

Motivated Financial Administrator focused on maintaining accurate, compliant records and controls. Responsive to dynamic operating conditions. Detail-oriented and methodical. Assist the Finance team with internal accounting tasks and play a crucial role in providing necessary assistance to senior finance personnel.


Experience

**Nov 2024
to Current**

Expeditions Adventures & Safaris Ltd

Financial Administrator

- Manage day-to-day financial operations, including bookkeeping, reconciliations, payments, and reporting.
- Process supplier invoices, client payments, and staff reimbursements while ensuring accuracy and timely settlements.
- Prepare monthly bank reconciliations, cash flow statements, and management reports for decision-making.
- Monitor accounts payable and receivable to maintain healthy cash flow and financial control.
- Assist with budget preparation, expense tracking, and financial forecasting.
- Ensure compliance with statutory obligations (VAT, PAYE, Corporate Tax, NPF, etc.).
- Liaise with auditors, banks, and government bodies on financial matters.
- Maintain organized financial records and assist with payroll and administrative functions.
- Serve as a key point of contact for tour operators and suppliers, ensuring smooth coordination and professional communication.
- Manage client and supplier account ledgers, ensuring all transactions are accurately recorded and reconciled.
- Conduct KYC checks and due diligence for new suppliers and clients in compliance with company policies.
- Oversee the onboarding of new clients, including verification of documentation and setup in the accounting system.
- Resolve payment, invoice, or account discrepancies promptly and maintain positive business relationships.
- Provide financial information and support to internal teams and external partners when required.

 58250706

 pgoonniah@gmail.com

 La Marie, Vacoas

Personal Information

Hobbies:

- Movies
- Hiking
- Music

Date of Birth: 09 September 1995

Language

English

French

Aug 2023 - CSI Contracting
Nov 2024

Assistant Accountant

Accounting and Records:

- Ensuring accurate and timely accounting and processing of purchase requests, purchase orders, supplier invoices, customer invoicing, and processing of journals.
- Entering customer receipts, supplier payments, and other bank transactions, and performing bank reconciliations.
- Ensuring that VAT codes and project codes are correctly input.
- Reviewing and reconciling debtors and creditors accounts.
- Petty cash returns and reconciliations.

Reporting:

- Daily cash flow reporting.
- Preparation of monthly management accounts.
- Performing an initial review to identify and escalate reporting discrepancies or control issues, completing monthly tasks checklists, particularly to ensure that processing, reconciliations, and controls are complete.
- Assisting in the preparation of the Annual Financial Statements of subsidiary companies.
- Assisting in the preparation of cash flow and budget.
- Balance sheet review and reconciliation, per agreed format.
- Maintaining proper record keeping of all related correspondence and documentation.

Further duties and responsibilities:

- Assisting in Year-end Audit, ensuring all information and supporting documents are electronically available and provided to auditors in accordance with the agreed timeframe.
- Loading payments on internet banking and ensuring that all supplier payments are made as per agreed terms, and checking bank balances. Assist in preparing other reports as requested by management.

**Aug 2020
to Current**

CSI Contracting

Finance Assistant

- Ensuring precise and prompt invoicing for customers, processing journal entries, and handling supplier invoices.
- Initiating supplier payments and other bank transactions and performing bank reconciliations
- Petty cash returns and reconciliations
- Conducting different accounting reconciliations, such as group intercompany accounts reconciliation.
- Verify and submit tax returns
- Developing financial reports for management.
- Recording and payment of salaries.
- Prepare statutory financial statements
- Assist auditors to review and verify the accuracy of financial records
- Process purchase request, purchase order, goods receipt purchase against purchase order and ap invoice
- Perform any other duties assigned by the supervisor or manager.

**Feb 2019 -
Aug 2020**

Dream Yacht Charter

Accounts Officer

- Managing a company's accounts payable and receivable
- Bank Reconciliation
- Interco Recharge processing
- Processing and Payments for 4-sub companies
- Funding for different firms
- TVA on a quarterly basis
- Payroll payment
- Inter-banks transaction on online system
- Provide clerical support to Accounting staff.

**June 2017-
July 2017**

Central Electricity Board (CEB)

Trainee in Audit department

**May 2018-
August 2018**

- Assisted internal auditor in doing reports
- Inventory counts and solve discrepancies
- On site visit in case of suspicious transactions or theft
- Clerical support.

Jan 2018-
Feb 2018

Professional Skill Invest

Account Clerk Trainee

- Posting of purchases and sales invoices for portfolio of clients within Quick Books
- Monthly bank reconciliation and portfolio of clients
- Monthly computation of NPF, NSF, TDS and PAYE deductions and monthly return
- Quarterly computation of VAT and report to Accountant
- Preparation of Monthly Management Account
- Exposure to the preparation of draft final accounts and income tax computation and submission to Accountant for review.

Education

School Certificate

Phoenix State Secondary School

Higher School Certificate

Phoenix State Secondary School

BSC (Hons) Banking and Investment

University of Mauritius

Dip Financial Management

International Institute of Business Management from Berlin, Germany

Accounting & Financial Statement Analysis

Udemy

Acca-Level one

London College of Accountancy

Tax landscape in Mauritius and International

Taxation Training

Andersen (Mauritius) Ltd

Develop the Essential Skills and Flair KYC Scrutiny

Financial Services Institute Mauritius

References

References available upon request