

NANDANA NARENDRAN

Admin/Assistant Accountant

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Phone: +971547561518

Visa Status: Visit Visa

Address: DUBAI, UAE



PROFESSIONAL SUMMARY

“Highly motivated and organized accounting assistant/Admin looking for a fast-paced entry-level position. where I can contribute my experience with financial analysis and developing efficient systems.”

Key Results Areas:

- ❖ Quick learner with the ability to cope with pressure and work to deadlines.
- ❖ Proficient in MS Office Suite, Tally & MS Excel.
- ❖ Possesses multiple skills covering many financial areas such as laws, cost control principles, ledger analysis and reporting on financial statements.
- ❖ Excellent written, verbal communication and organizational skills.
- ❖ Demonstrated ability to work in a team-oriented environment with minimal supervision.
- ❖ Staff training and supervision. Punctual with solid work attendance records.
- ❖ Preparing, Organizing and storing information in paper & digital form.
- ❖ Maintaining Office Systems.

TECHNICAL SKILLS

- Tally ERP 9 ,MS office, Outlook, Ubuntu, Linux, Windows, Adobe.

EXPERIENCE

- ❖ **October 2021 to February 2023 as Assistant Accountant / Admin**

STAR AUTO (Star Tire Services LLC)

DUTIES & RESPONSIBILITIES

- Preparing & maintaining books of accounts & documents and managing proper filing.
- Reconciliation of bank accounts, cash accounts.
- Monitoring purchases & sales including inventory.
- Assistance in Quarterly VAT return filing in FTA portal after reconciling all entries.
- Debtors and Creditors account reconciliation- collection and processing of payments.
- Monitoring receivables/outstanding including recovery of outstanding debts.
- Assistance of internal and external audits to ensure accuracy.

EDUCATION

- **M.Com Finance & Taxation** in 2021 in St. Mary's College (MG University).
- **B.com Finance & Taxation** in 2019 in Nss Hindu College (MG University)
- **Certificate in Tally ERP** from G-Tec Computer Education in 2021.
- **HSE** in D.B.H.S.S, Thiruvalla, Kerala in 2016 under Higher Secondary Education Board.
- **Matriculation** in DBHSS in Thiruvalla, Kerala

- **Certificate** in Advanced MS Excel From LCC Computer Education Cochin,Kerala

TRAINING

- Work as Trainee Accountant under reputed Chartered Accountant in Kerala (05-06-2021 to 26-09-21).

DECLARATION

I hereby declare that the particulars given above are true and correct to the best of my knowledge and belief.

Place: _____

Signature: _____

Date: _____

PERSONAL DETAILS

- Date Of Birth - 31-01-1998
- Nationality - Indian
- Marital Status - Single
- Passport No. - V0870015
- Visa Status - Visit Visa
- Languages Known - English, Hindi, Malayalam