



# PRAVEENA LENDIN

## Accountant

### CONTACT DETAILS



+971507816828



praveenalendin@gmail.com

### PROFILE

Hands-on, efficient, and organized professional Financial Accountant with five years of experience in the NBFC domain. Possess strong analytical and problem-solving skills with the ability to make well-thought-out decisions.

### WORK EXPERIANCE

**AL KAWKAB TECHNICAL SERVICES LLC ,DUBAI**  
ACCOUNTANT | 2022 – 2023

- Cash Handling
- Invoicing
- Payroll
- Monthly Budgeting, Reports and Statements
- Maintaining Records & Data Management
- Reconciliation of Cash Receipts
- VAT

**MUTHOOT FINCORP LTD, INDIA**  
ACCOUNTANT | 2017-2022

- Cash Handling
- Posting and Processing of Journal Entries and Ensure all Business Transactions are Recorded
- Prepare Scheduled Monthly Reports and Bank Reconciliation Statements.
- Updating Daily Cashbooks
- Reconcile Cash and Receipts
- Maintaining of Accounting Records
- Copying, Filing, Scanning of Invoices
- Review and Reconcile Transactions

### EDUCATION



Bachelor of Business  
Administration

2006-2009

MG University

### SKILLS

- Accounting
- Reporting Skills
- Deadline-Oriented
- Confidentiality
- Time Management
- Financial Data Entry Management
- Accuracy
- Planning and Organizing
- Scheduling and Monitoring
- Problem Analysis and Problem-Solving Skills
- Teamwork
- Clerical Knowledge
- Proficiency in Microsoft Office
- Professionalism

TECHNICAL SKILLS

- Tally
- MS Office

LANGUAGES KNOWN

- English – Professional
- Malayalam – Native
- Hindi - Basic

PERSONNAL DETAILS

- Date of Birth – 06/09/1988
- Gender – Female
- Nationality – Indian
- Visa Status – Resident Visa by Employer

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication& commitment. To work towards the development of the organization & grow with it.

KEY STRENGTHS

- Thorough knowledge of basic accounting procedures and principles
- Awareness of business trends
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year-end close process
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Intermediate understanding of accounting and reporting standards, gaining experience in researching as it relates to accounting issues

DECLARATION

I here declare that the above mentioned information is true and I bear the responsibility for the correctness of the above mentioned particulars.

