



PROFESSIONAL SUMMARY

Reliable and detail-oriented Office & Administrative Support Professional with 2 years of experience in handling general office tasks, document control, invoice management, payment coordination, and customer interactions.

Proficient in Tally ACE, MS Office tools, and digital filing systems. Strong interpersonal, communication, and problem-solving abilities. Flexible and quick to adapt to various roles across administration, customer service, accounting support, and data entry. Eager to contribute to workflow efficiency, service quality, and team collaboration in fast-paced UAE workplaces. Committed to learning and growth in a dynamic organization offering diverse operational responsibilities.

TECHNICAL SKILLS

- Tally ACE
- Microsoft Excel (Formatting, Tables, Basic Formulas)
- MS Word & PowerPoint
- PDF & Document Handling Tools
- Data Entry & Typing
- Email & Internet Applications
- Bank Reconciliation Tools
- Basic ERP/Accounting Software

CORE COMPETENCIES

- Office Administration & Support
- Invoice & Payment Coordination
- Customer Service & Interaction
- Data Entry & Documentation
- MS Office (Excel, Word, PowerPoint)
- Tally Accounting Software
- Filing & Record Management
- Bank Reconciliation & Cash Handling
- Communication & Team Coordination
- Scheduling & Time Management
- Front Desk & Email Correspondence
- Adaptability in Multi-Tasking Roles

ADDITIONAL INFORMATION

- Open to roles in Admin, Office Support, Customer Service, Accounts Assistance, and Documentation
- UAE-Available for immediate joining
- Willing to relocate within UAE and work in flexible shifts

PROFESSIONAL EXPERIENCE

ASSISTANT ACCOUNTANT

2023 - 2025

Hindustan Hotels & Resorts – Trivandrum, India

- Maintained accurate general ledgers and prepared monthly financial reports.
- Verified vendor invoices, obtained approvals, and ensured timely payments.
- Scheduled vendor payments and tracked due dates to maintain compliance.
- Performed bank reconciliations and resolved discrepancies promptly.
- Handled daily cash transactions and updated cashbooks and ledgers.
- Assisted with financial audits by organizing records and documentation.
- Entered data into accounting software and maintained digital records.
- Supported internal reporting, filing, and administrative finance tasks.

EDUCATION

Master of Arts in English

2021 - 2023

- Kerala University

Bachelor of Science in Geology

2016 - 2019

- Kerala University

Higher Secondary Education

2014 - 2016

- Kerala Board of Higher Secondary Examinations

High School

2014

- Kerala Board of Public Examinations

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil