

Deepthi Nair

Admin and Accounts Assistant

Contact Information

🏠: Al Qusais

☎: +971- 56 236 7598

✉: deepthinair777@gmail.com

Personal Details

📅 : 22nd April 1992

🏠 : Indian

📅 : Married

🛂 **Visa Status : Visit Visa valid till 10th August 2023**

Computer Skills

- Computerized Accounting with Tally ERP
- Proficient in MS-Office

Languages

- English
- Hindi
- Malayalam
- Marathi

Interpersonal Skills

- Time Management
- Communication
- Problem Solving
- Team Work



Assistant Accountant with 4+ years of experience in accounting. Willing to work in a dynamic environment that provides me a wide spectrum of experience and exposure.

Work experience

Ragmet Engineers

01/12/2016 – 20/03/2019

Accounts and Admin Assistant

Job Description:

- **Book-keeping and Consultancy Services (Construction Industries)**
 - o Reviewed and processed invoices and Purchase Orders ensuring accuracy of all data.
 - o Dealing with banks to issue payments to suppliers. Reconciled bank balances and recorded general ledger entries.
 - o Prepare bills to clients and follow up payments from clients.
 - o Posting of Journal Voucher, Payment in and Payments out Voucher in Tally.
 - o Co-ordinating with other departments (i.e tender, inventory, site) to ensure accuracy and completeness of transactions being recorded.
 - o Managing Accounts receivables and Accounts payables.
 - o Managing Petty Cash Transactions.
- **Other Tasks**
 - o Vouchers making, Issuing cheque against site requirement for parties.
 - o Making Review Reports from base documents.
 - o Vouching Activities.
 - o Proper Maintenance of Clients files.
 - o Documents and Bills filing.

Dattatray Enterprises

03/03/2014 – 31/10/2016

Accounts and Admin Assistant

Job Description:

- Making Ageing Report of Creditors on weekly basis.
- Checking Purchase orders, invoices, authorized signature and basic details before Processing payments.
- Settlement of Vendors Accounts.

Core area of Interest

- Compliances
- VAT Returns
- Cash Tally
- Bank Reconciliation
- AR/ AP

- Co-ordinating with vendors and clients for payments and service escalations.
- Keeping a track to identify any double payment made against single invoice.
- Handling day to day petty cash.
- Managed several accounting functions including accounts payable, reconciliation of company credit card, payroll, purchased office supplies, and several administrative tasks.
- Dealing with clients and resolving issue arising.

Education

Mumbai University

2012-2013

Bachelor of Commerce

Mumbai University

2009-2010

HSC

Maharashtra Board

2007-2008

SSC

