

KAVYA K NAIR

@ kavyaknair007@gmail.com

+971544656694

Near Abu Baker Al Siddiqui Metro Station Dubai, United Arab Emirates



Objective

An ambitious individual having high level of accuracy and attention to detail. Highly skilled on accounting and cash handling. Meet job demands through diligent work ethic and dedication to quality.

Experience

Muthoot Fincorp Ltd, Kerala

21/12/2018 - 07/01/2023

Cashier, Customer Service Executive

Maintain regular & continuous relationship with existing and potential customers. Achieve self-business targets and ensure profitability of the unit (branch). Ensure operational adherence as per Manual of Instructions and laid down policies and practices. Counting cash, Prepare Bank Reconciliation statements, make cash as well as cheque transactions etc

S&S Agencies

12/05/2017 - 18/12/2018

Accountant

Helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances. Responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year.

Education

Kerala State Rutronix

2018

Professional Diploma in Computerized Financial Accounting

85%

Mahatma Gandhi University Kerala

2017

B.Com with Computer Application

70%

Directorate of Higher Secondary Education

2014

Higher Secondary School Certificate

65%

Kerala Board of Public Examination

Secondary School Leaving Certificate

65%

Skills

Time management

- Computer Skills
- Organizational skill
- Customer service skill
- Management skill
- Team work skill
- Analytical skills
- Data analysis
- Punctuality
- Collaboration



Languages:

- English : Read, Write, Speak
- Malayalam : Read, Write, Speak
- Hindi : Read, Write
- Tamil : Speak



Reference

- **Vishnu Sreekumar - "Valencia Cosmetics"**
Sales Representative
vishnukannattu2255@gmail.com
+971 54 719 1227



Visa :

- Visit visa



Technical Skills :

- MS Word
- MS Excel
- MS PowerPoint
- Tally ERP9