

DINIL ALAYIL

CONTACT

✉ dinilalayil@gmail.com

☎ +971 545892123

📍 Al Rolla street
Bur Dubai, Dubai,UAE



PROFESSIONAL SUMMARY

Accounting professional with expertise in creating and managing budgets, forecasting and financial analysis. Proven track record of providing accurate financial information to support senior management decisions. Demonstrated ability to identify cost-saving opportunities and lead successful projects to improve profitability.

EXPERIENCE

• Accountant

Flyover Ventures Pvt Ltd (2018 - 2023)

- Maintained detailed records of all financial transactions including journal entries and account reconciliations.
- Performed reconciliations between bank accounts and internal ledgers.
- Calculated and documented payroll data for processing.
- Managed accounts payable and receivable functions, ensuring timely payments of invoices.
- Developed monthly, quarterly, and annual financial reports for management review.
- Posted journal entries by compiling and analyzing account information.
- Generated periodic reports such as balance sheets, income statements, cash flow statements.
- Reviewed general ledger accounts for accuracy and completeness of information.
- Developed monthly closing procedures to ensure timely completion of month-end close activities.
- Completed financial analysis and provided recommendations.
- Developed and implemented record-keeping and accounting systems using current computer technology.
- Successfully operated and maintained Tally software to process financial data accurately.
- Proficient in using Tally ERP 9 for bookkeeping, accounting and taxation purposes.

• Accounting Assistant

Century Fashion City (2016 - 2018)

- Prepared invoices for billing clients.
- Provided administrative support to the finance department as needed.
- Performed daily cash management activities, such as preparing deposits and processing payments.
- Prepared batches of accounts payable invoices for data entry.
- Processed journal entries to accurately reflect business transactions in the general ledger.
- Supported the preparation of audit documents.
- Managed accounts payable weekly check run.
- Developed and maintained accurate financial records.
- Communicated effectively both verbally and written with colleagues at all levels across the organization.

EDUCATION

- 2016

- Bachelor Digree**
Indira Gandhi National Open University
- 2016

- Tally ERP 9**
National College

SKILLS

• Financial Analysis • Bookkeeping • Regulatory Compliance • Financial Reporting • Fluent in Tally • MS Excel • Tax Return Filing • Payroll Administration • Cash Flow Management • Accounts Payable and Receivable • General Ledger Entries • Payroll Processing • Financial Statements • General Ledger Management • Customer Relations • Accounts Payable • Bank Reconciliation • ERP Systems Proficiency • Tax Preparation • Bookkeeping Knowledge • Financial Data Analysis • ERP Software



LANGUAGES

- English
- Malayalam
- Hindi

PERSONAL DETAILS

- Date of Birth : 10/04/1996
- Marital Status : Single
- Nationality : Indian
- Passport : S5273569
- Visa Status : Visit Visa
- Visa Validity : 12/03/2024