

CONTACT

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📍 Dubai

SKILLS

Problemsolving skills

Customer service

Accounting software proficiency

Financial analysis

LANGUAGES

Malayalam



English



Hindi



Tamil



AWARDS

Best Employee Award

Error Free Task Award

Dhipil V S

ACCOUNT OFFICER



SUMMARY

Detail-oriented Account Officer with 5+ years of experience in managing and maintaining financial accounts. Skilled in conducting financial analysis, preparing financial reports, and ensuring compliance with accounting policies and regulations. Proven track record of increasing efficiency and accuracy in financial operations. Strong communication and interpersonal skills, able to work effectively with clients, colleagues, and stakeholders. Highly organized and motivated professional dedicated to delivering exceptional results.

EXPERIENCE

Account Officer

Feb 2021 - Dec 2021

Outlook Garage, Qatar

- Liaising with clients, vendors, and internal departments to resolve financial issues
- Generating financial reports and statements
- Processing and managing invoices and accounts payable/receivable
- Processing and recording financial transactions in the general ledger

Accounts Executive

Nov 2018 - Nov 2020

Beeva Group

- Maintaining accurate and up to date financial records
- Reconciling financial discrepancies by collecting and analyzing account information
- Providing support to the finance team as needed
- Monitoring and analyzing financial data to ensure accuracy and compliance with company policies
- Handling payroll processing

Delivery Coordinator

Aug 2017 - Sep 2018

Nexa Maruti Suzuki Sai Service

- Experience in coordinating and managing delivery logistics
- Tracking shipments and ensuring on time delivery to customers
- Resolving any delivery issues or delays
- Communicating with customers to provide delivery updates and confirmations
- Coordinating with warehouse team to ensure timely and accurate delivery of products
- Providing exceptional customer service and resolving any customer complaints or concerns related to deliveries

EDUCATION

B.com Computer Application

Jun 2014 - Apr 2017

S.N Arts and Science College, Kerala

COURSES

Tally with GST
Info Magic

Apr 2017 - Aug 2017

Quick Book and Peachtree
Info Magic

Apr 2017 - Aug 2017

Financial Accounting Package Tally
Info Magic

Apr 2017 - Aug 2017