

# DYLAN THOMAS

## Junior Accountant & Administrative Assistant

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## EXPERIENCE

### Junior Accountant & Administrative Assistant

#### S.A Construction

09/2024 - 02/2025 Kerala, India

- Maintain financial records, ledgers, and journals.
- Assist in accounts payable and receivable processing.
- Administrative work and Human resource management.
- Support in audit preparation and financial documentation.
- Handle invoices, purchase orders, and expense tracking.
- Assist in payroll processing and employee record management.
- Decreased late payment penalties by optimizing approval workflows and payment schedule.
- Processed 500+ invoices per month, utilizing multiple accounting platforms and tools.
- Assisting in tax filing Utilizing accounting software such as Tally Prime, ERP and Zoho Books, for efficient management.
- Proficiency in Microsoft Excel and MS Word for data analysis and documentation.

### Internship

#### Capella

11/2024 - 02/2025 Dubai, United Arab Emirates

- Assisted in corporate tax and UAE VAT filing and processes remotely.
- Managed financial records for 100+ client accounts, overseeing transactions.
- Managed Tally Prime, Quick Books, Zoho Books, payroll, and Excel tasks. VAT registration thresholds and procedures.
- Supported financial reporting and bank reconciliation.
- Awareness in Exemptions and Zero - Rated supplies

### Administrative Assistant Accounts Payable

#### S M Legal Associates

01/2022 - 08/2024 Kerala, India

- Financial data entry and database management.
- Basic bookkeeping, Bank deposits and petty cash handling.
- Time management and prioritization.
- Scheduling meetings and managing calendars.
- Answering phones and directing calls professionally.
- Ensuring timely payment to avoid late fees or interest.
- Reconciling payments with vendors' statements.
- Automated payroll processing, improving accuracy and saving 14 hours per month in Zoho Books.
- Assisting with month-end and year-end closing.

## EDUCATION

### Bachelor of Commerce & Bachelor of Law

#### Mahatma Gandhi University

01/2016 - 2022 India

### Advance Training in Contract Drafting Negotiation and Dispute Resolution

#### NSDA India

08/2021 - 08/2022 India

- Addictive Learning Technology Ltd, National Skill Development Authority India, certified diploma
- Legal drafting and clarity, drafting Contracts & Agreements components
- Understanding common clauses in contracts and recognizing key contract types, including non-disclosure agreements (NDAs), service agreements, and employment contracts.

## SUMMARY

With a robust background in financial and administrative roles, a keen eye for detail, and proficiency in accounting software like Tally Prime and QuickBooks, a genuine passion is felt for contributing to an organization that values precision and efficiency. Experience in maintaining financial records, managing vendor relations, and supporting audits positions this candidate as an asset to a team focused on seamless financial operations and organizational support.

## TRAINING / COURSES

### Advance Training Course in Taxation, Accounting and VAT UAE

Certified by, Knowledge and Human Development Authority, Dubai UAE & Skill Mount Management Training Center L.L.C

## LANGUAGES

### English

Native



### Hindi

Proficient



### Malayalam

Native



## SKILLS

### Bookkeeping

### Microsoft Office Tools

### TRM & WRM

### ERP

### QuickBooks

### SAP

### Tally

### Zoho Books

### Payroll

## INTERESTS

★ Movies

💡 Travel

🎵 Music

★ Reading