



Nayana Manoharan K

Admin Officer cum Accountant

Profile Summary

Experienced Admin Officer cum Accountant with four years of proven expertise in managing administrative tasks and financial operations. Strong attention to detail, excellent organizational skills, and ability to multitask effectively. Building and maintaining positive relationships with clients, vendors and team members and providing support to management. Seeking a challenging role to leverage my skills and contribute to the success of an organization.

Skills

- Ability to multitask and prioritize tasks effectively
- Proficient in Tally prime & Microsoft Office Suite (Word, Excel, PowerPoint)
- Skilled in preparing financial statements and reports
- Familiarity with administrative tasks such as scheduling, filing, and correspondence management

Employment History

Admin Officer cum Accountant

Aurex Builders Private Limited | Kerala, India

Nov 2022 - Dec 2023

- Assist in the preparation and coordination of meetings
- Maintain and update financial databases and systems
- Handle employee expense reports and reimbursements
- Monitor and reconcile bank statements and credit card transactions
- Manage and maintain financial records, including accounts payable and receivable and general ledger

Accountant

Forms Builders | Kerala, India

Apr 2021 - Jun 2022

- Prepare and analyze financial statements, including balance sheets and income statements
- Maintain and reconcile general ledger accounts
- Prepare and submit tax returns, ensuring accuracy and timeliness
- Assist in the preparation of financial reports for management

Accounts Trainee

Swamy & Co GST Practitioners and Auditors | Kerala, India

Jan 2018 - Mar 2019

- Assisting with the preparation and filing of tax returns
- Performing data entry and maintaining financial records
- Assisting with accounts payable and accounts receivable functions

Certifications

Diploma in Practical Accounting GST & GCC VAT

Details

Phone

+971567040838

Email

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Address

Dubai, UAE 500001

Education

Master of Commerce

Sakthan Thampuran College - Kerala, India

University of Calicut

Apr 2020

Bachelor of Commerce

St. Aloysius College - Kerala, India

University of Calicut

Apr 2017

Languages

English

Links

<http://linkedin.com/in/nayana-manoharan-k>