

PAVAN KALYAN METHUKU

FRONT OFFICE EXECUTIVE



+971 524327174

Pavanchintu841@gmail.com

Al Amir Building, Tecom, Dubai,
UAE

PROFILE

Experienced and passionate individual seeking a career opportunity as a Front desk office executive/ receptionist and office maintenance incharge in UAE. Skilled in customer interaction, accounting, cash management, VAT transactions, and other financial operations necessary for a company's smooth functioning.

SKILLS

- Tally
- MS office
- Windows OS

LANGUAGES

- English - Fluent
- Hindi - Fluent
- Telugu - Native Speaker
- Arabic - Intermediate

EDUCATION

SECONDARY SCHOOL

Gotham Model School- kamareddy
2016 - 2017

HIGH SCHOOL DIPLOMA

Sri Sandeepani Junior College
2017 - 2019

EXPERIENCE

FRONT OFFICE EXECUTIVE

Hassan Al Amir, Dubai

2022 - Present

- Assisting with administrative tasks as needed
- Scheduling meetings and appointments.
- Preparing LPO's and receiving Invoices.
- Reconciliation of customer/ supplier accounts and resolving discrepancies if any
- Follow up for due payments with customers .

CLERICAL ASSOCIATE

Hassan Al Amir, Dubai

2019 -2022

- Handling accounts Payables- Receiving suppliers Invoices attaching DO, LPO and process to Accounting system.
- Handling all VAT transaction
- Handling WPS system
- Preparation of LPO – collect quotation from suppliers and prepare LPO for the suppliers.
- Payments to the Suppliers – Payments to the suppliers on the basis of payments term
- Preparation of debtors/ creditors statements and ageing reports
- Handling office petty cash expenses
- Salary preparation – preparation of salary for staff and other employees
- Payroll- Prepare payroll for all employees
- Proficient in Dealing with banks and handling banking facilities
- Proficient in Bank Reconciliation Statements
- Supervision of logistics, courier and vehicle movements
- Preparation of various MIS reports to management