



## UDAYA K V

FINANCE EXECUTIVE | ACCOUNTANT

### OBJECTIVE

Dedicated and results-driven finance professional with 1.7 Years of experience as a Finance Executive, excelling in managing diverse banking transactions, overseeing payables, and leading teams in fraud detection. Experienced Administrator cum Accountant with 2 months of experience in efficient office Management. Seeking a challenging role to leverage financial acumen and leadership skills.

### CONTACT

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📞 (+971) 586374746

📍 Dubai, UAE

### COMPUTER SKILLS

- Tally Prime
- QuickBooks
- Sage50
- MS Office

### LANGUAGES

English | Tamil – Fluent  
Malayalam – Native  
Hindi | Kannada – Limited

### PERSONAL DETAILS

Date Of Birth: 21-03-1997  
Nationality: Indian  
Marital Status: Married  
Gender: Female  
Passport No: T5587496  
Visa Status: Visiting Visa

### UAE EXPERIENCE

#### FINANCE EXECUTIVE (DIAMOND SOFTECH LLC, DUBAI)

JUNE 2022 - OCTOBER 2023

- Managed multiple banks, handled various transactions including NEFT, IMPS, bulk transactions up to 10 lakhs
- Oversaw Payables, Receivables, and correspondence
- Led teams in tasks such as automatic deposits, daily financial reconciliation and fraud detection
- Identified and reported website drawbacks to the backend team
- Monitored daily profit and expense graphs for real-time company financial status

#### ACCOUNTANT CUM ADMINISTRATOR (BETTER CARE LLC, DUBAI)

APRIL - MAY 2022

- Handled invoices, receipts, and VAT filing
- Managed petty cash and updated tenancy contracts
- Approved contracts and office-related requirements
- Ensured accuracy in files, including contracts, and maintained document records
- Managed office essentials and organized client meetings and contracts
- Scheduled daily meetings and coordinated staff work and salary

### EDUCATION & CERTIFICATIONS

- 2022 – Microsoft Office Specialist (International Certification)
- 2021 – Post Graduate Diploma in Financial Management
- 2018 – Bachelor of Computer Application (BCA)
- 2014 – Higher Secondary (Computer Science)

### KEY SKILLS AND CHARACTERISTICS

- Strong interpersonal & communication skills
- MS Office suite
- Ability to work collaboratively as part of a team
- Problem solving
- Financial Management & Analysis
- Transaction Handled (NEFT, IMPS, UPI, RTGS)
- Payables and Receivables
- Team Leadership
- Fraud Detection and Resolution
- Website Drawback identification
- Administration and Office Management
- Contract Handling and Approval
- Document Management
- Time Management

### DECLARATION

I hereby declare that the information mentioned above is factually correct and true to the best of my knowledge and belief.

Sincerely,  
Udaya K V