



VIDYA C

JUNIOR ACCOUNTANT | ACCOUNTS ASSISTANT | TALLY PRIME SPECIALIST

Dubai, UAE | vidyac659@gmail.com | +971 56 756 5769 | +91 956 204 2361 | Spouse Visa

PROFESSIONAL SUMMARY

Detail-oriented and committed Accounting Professional with hands-on experience in bookkeeping, financial reporting, invoice processing, accounts payable/receivable, and administrative coordination. Proficient in Tally Prime, MS Excel, and financial data entry, with a strong track record in maintaining accurate general ledger records, preparing monthly reconciliations, and supporting audit preparation. Skilled in vendor management, client communication, and documentation control, with the ability to multitask in fast-paced environments. Adept at ensuring compliance with financial regulations, managing work under pressure, and delivering outstanding customer service. Actively seeking to contribute to a growth-focused organization in the UAE, leveraging accounting and administrative experience gained across diverse sectors.

PROFESSIONAL EXPERIENCE

Accountant Elite Steel Factory – UAE	Sep 2024 – Apr 2025
<ul style="list-style-type: none">Maintained daily financial transactions, ledger entries, and accurate expense recordsProcessed supplier invoices, prepared payment vouchers, and supported month-end closingUtilized Tally Prime and Excel for financial reporting and document management	
Visa Consultant Royal Travels, Chelari – India	Mar 2024 – Aug 2024
<ul style="list-style-type: none">Assisted clients with visa documentation, application forms, and embassy coordinationResponded to client inquiries, ensuring timely communication and service follow-upEntered and updated client records in CRM system with attention to data accuracy	
Accountant & Call Attender Chicks Tech Incubator, Thirurangadi – India	Nov 2022 – Mar 2023
<ul style="list-style-type: none">Managed daily cashbook, ledger updates, and assisted with internal audit tasksHandled customer support calls and email queries, ensuring professional communicationScheduled appointments and performed general administrative support duties	
Accounting Intern IBS Academy, Calicut – India	Oct 2021 – Dec 2021
<ul style="list-style-type: none">Trained in Tally ERP and assisted in GST entry, invoice matching, and ledger maintenanceSupported the preparation of trial balance, journal entries, and vouchersObserved and practiced key aspects of basic accounting, audit prep, and tax filing	

EDUCATION

Bachelor of Commerce (B.Com) Calicut University, Kerala
Higher Secondary (Commerce) Board of Higher Secondary Education
Secondary School Leaving Certificate (SSLC) Kerala Board of Public Examinations

CORE COMPETENCIES

- General Ledger Accounting
- Invoice Processing & Billing
- Tally Prime & Manual Bookkeeping
- Vendor & Client Coordination
- Financial Data Entry & Reconciliation

- GST & Basic Tax Handling
- MS Excel, Word & Administrative Support
- Customer Service & Communication
- Time Management & Team Support
- Multi-tasking Under Pressure

TECHNICAL SKILLS

- Tally Prime
- MS Excel, Word
- Basic GST Procedures
- Email & Call Handling
- CRM Data Entry

ADDITIONAL INFORMATION

- Languages :** English, Hindi, Malayalam
- Visa Status:** Spouse Visa (UAE – Open to opportunities)
- Willing to relocate and join immediately
- Highly punctual, honest, and adaptable to new environments
- Skilled in managing workload and prioritizing tasks under tight deadlines