



**NANDU U.V.**

**ACCOUNTS ASSISTANT**

### Contact Details



+971565936350



nanduuv17@gmail.com



Dubai, United Arab Emirates

### Skills

- Microsoft Office (Excel, Word, Outlook)
- Bank reconciliation
- Accounts payable
- Accounts receivable
- Petty cash handling

### Languages

- English
- Hindi
- Malayalam

### Profile

Highly motivated and detail-oriented Accounts Assistant with over 2 years of experience in managing financial records, supporting accounting teams, and ensuring smooth day-to-day operations. Proficient in bank reconciliation, invoicing, and handling accounts payable/receivable. Skilled at maintaining accurate financial statements, tracking expenses, and working within deadlines. Proven track record of improving efficiency and contributing to the overall success of the finance team. Seeking to bring my expertise in accounting practices to a dynamic organization.

### Work Experience

#### Accounts Assistant

##### Saeed Al Zaabi Auto Care Centre L.L.C.

Abu Dhabi, U.A.E. ( Nov 2022 – Jan 2025)

- Managed and processed accounts payable and receivable transactions ensuring timely payments and collections.
- Assisted in bank reconciliations and resolved any discrepancies promptly.
- Supported in the preparation of monthly and year-end financial reports.
- Managed petty cash transactions and ensured proper documentation and reconciliation.
- Ensured proper filing of accounting documents and maintained an organized ledger system.
- Supported senior accountants in preparing financial statements for audits.
- Utilized Gateway ERP and Microsoft Excel for data entry, reporting and reconciliation.

#### Relationship Executive

##### CSB Bank, kerala, India (Aug 2019 – Aug 2022)

- primary point of contact for clients, addressing inquiries and resolving issues in a timely and professional manner.
- Maintained strong relationships with clients through regular follow-ups, meetings, and personalized communication
- Was able to contribute to achieve the monthly and year end target for the team.
- Cross selling of various products.

### Education

#### Master of Business Administration

Saintgits Institute of Management, Kerala, India (2017- 2019)

#### Bachelor of Commerce

St.Xaviers college, Kerala, India (2013 – 2016)