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 Karama, Dubai

SKILLS

- Cash Handling
- Front Desk Operations
- Customer Service
- Financial Analysis
- Bank Reconciliation
- Petty Cash Management
- Process Improvements
- Compliance Adherence

LANGUAGES

- English
- Hindi
- Kannada
- Tulu
- Konkani

ARUN VASUDEVA NAYAK

JUNIOR ACCOUNTANT

PROFESSIONAL EXPERIENCE

Versatile finance professional with 1.5 years of hands-on experience as a Junior Officer/Teller, demonstrating proficiency in cashier duties, customer service, and front desk operations. Currently excelling in a role as an Accountant for the past 10 months, contributing to meticulous financial analysis, efficient bank reconciliations, and process improvements. Proven ability to collaborate with cross-functional teams and optimize cash flow management. Seeking opportunities to leverage this diverse skill set in a challenging finance role.

WORK EXPERIENCE

AI Razouki International Exchange | Junior Accountant November 2021 - Present

Cashier Experience (1.5 Years):

- **Cash Handling:** Executed cashier duties with precision, managing cash transactions and minimizing discrepancies.
- **Customer Service:** Provided exceptional front desk service, addressing customer inquiries and maintaining high satisfaction levels.
- **Financial Transactions:** Executed daily financial tasks, including recording transactions, preparing bank deposits, and reconciling receipts.

Junior Accountant Experience (10 Months):

- **Financial Analysis:** Conducted thorough financial analysis, providing insights for strategic decision-making.
- **Bank Reconciliation:** Executed precise and regular bank reconciliations, identifying and rectifying discrepancies promptly.
- **Petty Cash Management:** Maintained accurate records of petty cash expenses, ensuring transparency and accountability.
- **Currency Management:** Facilitated daily funding transactions for dealers, proficiently handling various currencies.
- **Process Improvements:** Identified and implemented process improvements, resulting in enhanced efficiency and a reduction in reconciliation discrepancies.
- **Audit Participation:** Actively participated in both internal and external audits, providing documentation and explanations.
- **Compliance Adherence:** Ensured compliance with accounting standards, company policies, and industry regulations.

EDUCATION

Mangalore University, 2019-2021

Master of Commerce (M.Com) - Finance

Project Undertaken: A Study on "Customers perception towards Online Marketing" with reference to Udupi District