

## NITHINLAL V

Front Office Assistant

A challenging position as a front office assistant or counter staff is sought, aiming to leverage strong interpersonal skills, attention to detail, and a comprehensive understanding of customer service principles. The objective is to contribute to a dynamic team by efficiently handling customer inquiries, processing transactions, and ensuring accurate and timely service. Commitment to continuous learning and professional development is emphasized to enhance proficiency in customer service software and contribute to the overall success of the organization.



### CONTACT DETAILS

Mobile No.  
+971 506285055  
Email ID  
nithinlal9946@gmail.com

### PERSONAL DETAILS

Address : 24th street, Room no.202 Dar Al Aman – 4, Hor Al Anz, Dubai  
Nationality : Indian  
DOB : 07th April 1999  
Marital Status : Single  
Passport No : U2771982

### ACADEMIC & TECHNICAL CREDENTIALS

2017-2020 **BCOM – Accounting and Finance**  
CMS College of Science and Commerce Bharathiar University  
2015-2017 **Accountancy with Computer Application**  
Government Vocational Higher Secondary School

### LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil
- French (A1)

### PROFESSIONAL & PERSONAL SKILLS

- Transaction Verification
- Transaction Authorization
- Communication Skills
- Record Keeping
- Customer Relationship Management
- Compliance Knowledge
- Organisational Skills
- Prepare Reports
- Reconciliation
- Microsoft Excel
- Microsoft Outlook
- Computer Proficiency

### PROFESSIONAL EXPERIENCE

- Junior Associate - Finance & Accounts Department | Jan 2022 – Jan 2024**  
**UNIMONI EXCHANGE LLC (UNIMONI OMAN)**

#### Duties and Responsibilities

- Authorize transactions, including account transfer and cheque processing.
- Initiate queries to branches to seek clarification regarding transaction authorization.
- Reclassify necessary entries through journal entry postings.
- Conduct daily bank reconciliation for specific accounts.
- Generate day-end reports summarizing financial activities.
- Reconcile transit accounts twice a week and notify branches of outstanding transactions for cancellation.

### COMPUTER PROFICIENCY

- MS Office
- Operating system – Windows/Linux

### CERTIFICATIONS

- SAP Finance and Controlling (FI-CO) Power User** - EME EDUCATION – July 2021
- Excel for Accounting** - Udemy

### PROFESSIONAL REFERENCE

**BOBAN MP**  
CEO – UNIMONI EXCHANGE LLC (OMAN)  
Email – boban.mp@unimoni.om