

SOURAV G NAIR

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Address : ICAD, Musaffah, Abu Dhah, United Arab Emirates | Passport No: X7205576

Professional Summary

Committed job seeker with 3 years of diverse experience spanning both Accounts and Audit fields. Demonstrated expertise in financial management and Administration, with a proven ability to streamline process, enhance team performance, and drive organizational success. Skilled in managing financial records, pre-payroll activities, and compliance within accounts and employee relations, committed to leveraging a comprehensive background to contribute effectively to a dynamic team and support the achievement of strategic goals. Known for strong analytical skills, attention to detail and a collaborative approach to problem solving.

Education

- Master Of Commerce – Finance & Taxation (2020 -2022)
Mahatma Gandhi University (MGU), Kerala
India
- Diploma in Corporate Accounts and Materials Management (2021-2022)
Accountant Service Society (A.S.S)
- Bachelor of Commerce with Computer Application (2017-2020)
Mahatma Gandhi University (MGU), Kerala
India

Skills

- Time Management and Service Assistance
- Decision Making
- Relationship Building
- Teamwork and Collaboration
- Data Control and Data Management
- Managing Financial Records
- Customer Service
- Communication

Experience

Accountant

Lulu Group International (March 2024 – Present)

- Responsible for Accounts payables and Receivables.
- Reconciliation of GL accounts including bank.
- Providing guidance and support to payroll activities, administration and HR team.
- Monitoring daily cash inflow and outflow.
- Assist internal and external audit team.
- Support month-end and year-end close process.
- Analyze revenues, commissions, and expenses.

Junior Accountant

Breezeland Hotels Ltd (Sept 2023 – Feb 2024)

- Responsible for accounts payables.
- Track expenses and process expense reports.
- Assist quarterly internal audit.
- Maintain accurate financial records.
- Preparation of bank reconciliation statements.
- Inventory management and payroll assistance.
- Posting transactions to Journals, Ledgers and other records.

Technical Skills

- SAP
- Tally Prime/ERP9
- QuickBooks
- MS Office
- Outlook

Languages

- English
- Hindi
- Malayalam

Add on Certifications

- Diploma in Corporate Accounts
- Diploma in Materials Management
- Microsoft Office Specialist
- UAE VAT

Declaration

I hereby declared that the above information is correct to the best of my knowledge and Information.

Audit Assistant

Pradeep & Associates (April 2022 – August 2023)

- Audit financial documents and statements.
- Make corrections to documents and financial statements.
- Filing monthly, quarterly tax returns (GST) and E-invoice.
- Research and resolve invoice discrepancies and issues.
- Maintain accurate historical records and ensure Confidentiality of organizational information.

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