



GAYATHRI SASIDHARAN NAIR

📍 DUBAI, U.A.E.

📞 +971554386927

✉️ gayathrijraj.nell@gmail.com

SKILLS

- Experienced in SAP software.
- Experienced in Tally financial accounting software.
- Knowledge in computerized accounting.
- GST return filing.
- GST registration.
- Firm registration.
- Income Tax registration & basic knowledge of income tax e-filing.
- Knowledge and experience related to tax related issues.
- Ability to adapt to any changing situations.

SUMMARY

Action-orientated and experienced accounts executive with 2 years of experience in SAP. Very good in managing multiple priorities with a positive attitude. Willing to take on additional responsibilities to meet the team goals. Bilingual and effective at prioritizing tasks. Ready to take on new challenges with an esteemed organization in an accounts related role.

EXPERIENCE

March 2021 - February 2023

Account Executive @ Express Engineering Heavy Equipment | Dubai
Responsibilities :

- Assist in day-to-day accounting tasks.
- Manage all the accounting activities in SAP software.
- Close follow-up on receivables & arranging payables.
- Preparation and maintenance of books of accounts.
- Dealing with purchase and sales transactions.
- Stock maintenance and reconciliation.
- Process invoices, expense claims and payments.
- Maintain Financial records.
- Assist in preparation of financial SOA's and follow-up with customers.

March 2020 - February 2021

Accounts Executive @ Anantha Krishna Associates. | Cochin, India

- GST return filing.
- GST registration.
- Firm registration.
- Income Tax registration & basic knowledge of income tax e-filing.
- Bank reconciliation.
- Preparation and filing of monthly returns (GST).
- Preparing various statutory forms.
- Generating daily reports as per management requirements.

EDUCATION

2020

Accounting

The Institute of Accountants, India

- CPA - Grade A.

2010

Master of Science | Information Technology
M.Sc IT, India

- Course : M.Sc IT
- University : Amrita Viswa Vidyapeetham
- Year of passing : 2010.
- Percentage : 76%.

LANGUAGES

Malayalam, English, Hindi: First Language