

Dhanya K Nair (Senior Accountant)

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SUMMARY

Results-driven Senior Accountant with over 12 years of progressive experience in financial accounting, treasury operations, accounts payable, financial reporting, UAE VAT compliance, month-end/year-end closing, cash flow forecasting, and ERP systems across the UAE and India. MBA in Finance with expertise in end-to-end accounting, treasury management, financial reporting, internal controls, and business decision support.

EDUCATION

Anna University, Chennai, India

Master of Business Administration (Finance & Marketing)

MG University, Kerala, India

Bachelor of Business Administration (Finance)

EXPERIENCE

Accountant

Dec 2025 – Feb 2026

Elite Group Holding (JETOUR)

Dubai, UAE

- Managed accounting activities for new and used vehicle sales.
- Processed customer receipts through cash, bank transfer, card, and finance companies.
- Recorded sales invoices and monitored customer receivables.
- Maintained VIN-wise vehicle inventory records.
- Posted dealer incentives and sales commissions accurately.
- Assisted with month-end reporting and account reconciliations.

Accounts Payable & Treasury Accountant

Dec 2024 – Sep 2025

Expro Group

Dubai, UAE

- Managed treasury operations across 26 corporate bank accounts.
- Monitored daily cash positions to ensure adequate operational liquidity.
- Processed vendor payments involving multi-million AED transactions.
- Handled over 550 vendor invoices each month while ensuring payment accuracy and compliance.
- Performed daily bank reconciliations and balance sheet reconciliations.
- Prepared daily cash flow reports and treasury reports.
- Supported financial planning through TM1 reporting and actual financial analysis.
- Resolved supplier payment issues and maintained excellent vendor relationships.
- Completed month-end closing activities within one working day.
- Maintained zero-error processing standards for assigned accounting responsibilities.

Senior Accountant

Aug 2022 – Feb 2024

V Charge Trading LLC

Abu Dhabi, UAE

- Managed end-to-end accounting operations.
- Prepared monthly financial statements and management reports.
- Performed accounts payable and receivable reconciliations.
- Led VAT return preparation and submission.
- Supervised and supported a team of 12 accounting staff.

- Assisted management with financial analysis and business reporting.
- Ensured compliance with accounting policies and internal controls.

Accountant

Sep 2020 – Jun 2022

Phars Films LLC

Dubai, UAE

- Managed accounting transactions across multiple cinema locations.
- Recorded and reconciled daily online ticketing and credit card transactions.
- Prepared cheque payments and bank transfers.
- Monitored expenditure and implemented cost-control measures.
- Performed ledger reconciliations and supported month-end closing.
- Prepared VAT returns and ensured regulatory compliance.

General Accountant

Feb 2017 – Jun 2020

Al Nisr Cinema Films LLC

Dubai, UAE

- Managed general ledger accounting and financial reporting.
- Performed monthly bank reconciliations and account reconciliations.
- Prepared financial statements and management reports.
- Processed municipality taxes, VAT returns, and supplier payments.
- Assisted in preparing documentation for tax-related requirements.
- Maintained accurate accounting records and ensured timely month-end closing.
- Recorded and processed monthly utility expenses including electricity, telephone, and petty cash transactions with proper account allocation.

TECHNICAL SKILLS

Financial Accounting & Reporting

Treasury Management

Cash Flow Management

Financial Statement Preparation

General Ledger Accounting

Accounts Payable & Vendor Management

Bank & Balance Sheet Reconciliations

Petty Cash Management

Month-End & Year-End Closing

UAE VAT Compliance

Budget Monitoring

Cost Control

Financial Analysis

MIS Reporting

Internal Controls

Team Leadership

ERP Systems

Advanced Microsoft Excel

SAP

Microsoft Dynamics NAV

Keyloop

Wisdom ERP

QuickBooks

Tally ERP

Pivot Tables

XLOOKUP

VLOOKUP

Microsoft Word

Microsoft PowerPoint
Treasury Operations
Financial Reporting
Accounts Payable
General Ledger
Month-End Closing
Vendor Reconciliation
Bank Reconciliation
UAE VAT
Process Improvement
Problem Solving
Analytical Thinking

REFERENCES

Ms. Joylin

Finance Manager – Treasury
Expro

Mr. Deepak

Senior Accounts Manager
Phars Films

CERTIFICATIONS

National Association of State Boards of Accountancy - (NASBA)

- Foundations of Treasury Management
- Accounting Foundations Understanding the GAAP Generally Accepted Accounting Principles
- Preparing for an Audit
- QuickBooks

ADDITIONAL INFORMATION

Nationality: Indian

Date of Birth: 29-04-1990

Visa Status: UAE Spouse Visa (Valid until 16 December 2026)

Notice Period: Available to join within 2 weeks

Languages: English, Hindi, Malayalam, Tamil