



MEGHA NAIR

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Profile Summary

A resourceful Accountant with more than 1.5 years of UAE experience and 2 years of experience in India with a proven track record. A natural player who wishes to be the part of a growing organization, which will utilise my professional skills and expertise and which would also offer career growth.

Profile Experience

LLH HOSPITAL- ABU DHABI

May 2020 – December 2020

Corporate Medical Coordinator

This position is accountable for assuring quality medical care for Corporate clients and coordinate with all departments in the hospital.

Duties:

- Receive and respond to customers and guide them for the process to be followed.
- Review, evaluate, and resolve billing process issues and revenue collections.
- Maintain preparation of statements and resolve discrepancies in accounting records.
- Compare invoices against POs and receiving documents to verify receipts.

JAZZ ROCKERS GROUP OF COMPANIES, DUBAI, UAE

Oct 2018 – May 2020

Accountant

Dealing with the entire accounts of JAZZ ROCKERS group of companies - RED BUBBLES TECHNOLOGY LLC, CIRCLE TIME and four branches of JAZZ ROCKERS DANCE COMPANY LLC in Dubai.

Duties:

- Handling all activities of Accounts Receivables/ Payables
- VAT filing to FTA
- Direct reporting to Managing Director
- Direct dealings with suppliers and customers
- Payroll preparation/release
- Daily Reconciliation and reporting of Bank/Cheque status
- Timely generation and payments of bills

- Preparation of Monthly Profit/Loss statement
- Review and handle of all banking activities
- Petty cash management
- Stock handling and sending Quotations to customers
- Processing entries, adjustments and other transactions
- Documentation of all financial transactions and assets
- General filing duties

ENVESTNET Asset Management India Pvt. Ltd, Kerala, India July 2016 – August 2018

Financial Analyst

Duties:

- Handling monthly reconciliation, expense tracking and client statement verification
- Verifying vouchers with supporting documents
- Ensure delivery of quality of service to clients
- Successfully completed reconciling of 300 plus accounts within a week
- Closely worked with US counterpart
- Trained and supervised new hires

Computer Skills

- Expert in Tally ERP 9
- Good knowledge in MS Office – Word, Excel, Power point and Outlook

Personal Skills

- Self-motivated with dedication
- Adaptability to work in any environment by being flexible
- Ability to work under pressure and tight deadlines
- Willingness to take up responsibility with Interest and ability to learn new things

Educational Qualifications

- MBA (Finance & HR) from Kerala University, India; 2014 – 2016; 75%
- BBA from Kerala University, India; 2011 – 2014; 76%

Personal Details

- Date of Birth: Nov 30th, 1992
- Marital Status: Married
- Nationality: Indian
- Language known: English, Hindi, Malayalam