



LAYA K LALU

Accounts Assistant | Junior Accountant | Payroll Executive

Dubai, UAE

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PROFESSIONAL SUMMARY

Detail-oriented Accounts Assistant with over 2 years of hands-on experience in accounting, payroll processing, VAT filing and financial reporting. Skilled in Tally ERP, advanced MS Excel, with strong expertise in AP/AR, bank reconciliation, and MIS reporting. Seeking a junior accountant or Assistant Accounts role in the UAE.

PROFESSIONAL EXPERIENCE

ACCOUNTS ASSISTANT

August 2023-September 2025

AKS PLYWOODS, Aluva, Ernakulam, India

- Maintained daily accounting records including invoices, vouchers, receipts and expense reports.
- Managed accounts payable and receivable, ensuring timely payments and collections.
- Processed monthly payroll accurately for employees.
- Assisted in quarterly VAT return filing and statutory compliance.
- Performed bank reconciliation and resolved discrepancies.
- Generated MIS and financial reports for management.
- Coordinated with vendors and clients for account settlements and documentation.
- Used Tally ERP 9 and advanced MS Excel for accounting and reporting.

CORE COMPETENCIES

- Accounts payable & receivable (AP/AR)
- Payroll processing
- VAT return filing
- Bank reconciliation
- Financial Reporting & MIS
- Tally ERP 9/Tally Prime
- Advanced MS Excel (VLOOKUP, Pivot ,IF)
- Invoice and voucher processing
- Vendor & client coordination
- Data Analysis & Documentation

EDUCATION

Bachelor of Commerce (B.com) - Finance and Taxation

November 2020 - June 2023

Mahatma Gandhi University, Kerala, India

CERTIFICATIONS

- Tally Essentials - Level 3
- Practical training in Accounting and Payroll

TECHNICAL SKILLS

Tally ERP 9 | Tally Prime | MS Excel (advanced) | MS Word | MS Outlook

LANGUAGES

English - Professional

Malayalam - Native

Tamil - Native