

PANCHAMI ALANCHERY

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EXECUTIVE SUMMARY

Detail-oriented and highly organized **Finance Professional** with expertise in **VAT return filing, invoicing & billing, expense tracking, and accounts management**. Proficient in **petty cash management, accounts payable & receivable, and financial reporting**, regulatory **compliance**. Skilled in **monitoring balances, resolving discrepancies, and procurement support**, optimizing financial efficiency. Strong **administrative and HR capabilities**, including **document preparation, record-keeping, correspondence management, and data entry, payroll processing (WPS), records management, benefits administration, and employee onboarding** etc.

Technically proficient in **Microsoft Office Suite (Excel, Word, PowerPoint)**, Recognized for **confidentiality, problem-solving and strong interpersonal and communication skills, customer service**, enabling seamless interactions with **clients, internal teams, and vendors** to address billing inquiries. A proactive team player committed to ensuring **financial accuracy**.

CORE COMPETENCIES

- **Finance Skills** VAT Return Filing and Reporting, Invoicing & Billing, Expense Tracking and Management, Petty Cash Management, Accounts Payable & Receivable, Monthly reports and Progress Reporting, monitoring balances, resolving discrepancies Procurement support.
- **Administrative Skills** Office Management, Document Preparation and Record Keeping, Email & Correspondences Management, Calendar and Meeting Coordination, Clerical support, Data Entry and Database Management, Front desk support.
- **HR Skills** Records Management, Benefits Administration, Talent acquisition support, Payroll Processing (WPS), Employee onboarding, Staff, client, and supplier interaction.
- **Technical Skills** Microsoft Office Suite (Excel, Word and PowerPoint).
- **Soft Skills** Communication, Confidentiality, Time Management, Problem-Solving, Interpersonal Skills, Commitments.
- **Language Skills** English, Malayalam (Mother tongue), Tamil, Hindi.
- **Interests** Travelling, Kitchen Gardening, Singing

PROFESSIONAL EXPERIENCE

Mercury Computers Middle East LLC, Dubai, UAE

Key Accounts Assistant | Dec 2020 - Jan 2023

- Managed **monthly tax reporting and VAT return filing**, ensuring **100% compliance** with UAE financial regulations.
- Assisted in **payroll processing**, verifying **employee expense reports** for **15+ staff members**.
- Responding to **billing, invoicing, and payment-related queries** from customers.
- Assisting clients with **account statements, payment confirmations, and transaction history**.
- Assisting customers with **payment plans, due dates, and financial documentation**.
- Explaining **company policies on refunds, credits, and late payment penalties**.
- Accepting and recording **customer payments**, Sending **payment reminders, overdue notices, and follow-ups** to clients.
- Updating and maintaining **accurate client account details and transaction details** in financial databases.
- Coordinating with **customer service representatives** to handle complex client issues.
- Ensuring a **customer-focused approach** in all financial transactions.
- Addressing and resolving **billing errors, overcharges, or payment discrepancies**.
- Maintained **petty cash transactions** and processed **expense claims**, ensuring financial integrity and accuracy.
- Processed **over 10+ purchase orders monthly**.
- Experienced in **collaborating with Sales, Customer Care, and HR Departments**.

Systemtech Services LLC, Dubai, UAE

HR and General Administrator | Nov 2018 – Nov 2020

- Managed scheduling of meetings and appointments, ensuring seamless coordination for executives and office operations through optimizing **calendar efficiency by 30%** and ensuring seamless coordination.
- Assisted HR and Finance teams with **accurate record management for 15+ employees**, ensuring **100% compliance with company policies**.
- Processed **payroll for 15+ employees** with **zero errors**, coordinating with finance for timely salary disbursements through WPS.
- Maintained **confidential HR and Company documents**, ensuring compliance with **UAE labor laws and regulations**.
- Coordinated the **recruitment process**, including **interview scheduling, drafting offer letters, and coordinating background verification and facilitated employee onboarding programs**
- Provided **administrative support to senior management**, preparing **comprehensive reports and correspondence**
- Supported **visa processing and end-of-service formalities**, ensuring timely completion of key HR functions.

EDUCATION **MBA in Business Administration** | Pondicherry University, India | **2015 - 2017** | **GPA: 7.91/10.**
BBA in Finance | University of Calicut, India | **GPA: 3.12/4.**