

ANJALI BAIJU

Administrative & Accounts Assistant | Front Desk Management

Dubai, UAE

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anjalibaiju92@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and analytical professional with 2 years of total experience in accounting and administrative roles. Proven expertise in managing account books, general ledger, and payroll. Experienced in handling front desk operations including phone calls, emails, correspondence, and visitor management. Skilled in onboarding, attendance and leave tracking, record management, and office supplies management. Adept at coordinating with internal teams, including IT and ISPs, to ensure smooth day-to-day operations. Proficient in Tally with a strong understanding of regulatory compliance and internal controls.

WORK EXPERIENCE

Admin cum HR | Skyline Advisory Investment Consultants LLC,
Dubai, UAE

Nov 2024 – Present

- Attendance & Payroll Management:** Managed daily attendance tracking and leave records. Prepared monthly payroll in coordination with the finance team, ensuring accuracy and timely disbursement. Maintained detailed leave balance sheets and supported payroll documentation.
- Trade Documentation & Compliance Support:** Prepared, updated, and maintained trade-related documents such as callers lists and Do Not Disturb (DND) registers. Ensured accurate documentation and adherence to internal compliance standards.
- Front Office & Administrative Coordination:** Professionally handled incoming calls, emails, and correspondence. Scheduled meetings, appointments, and interviews. Supported administrative tasks including report preparation, presentations, telecalling support, and offer letter release.
- HR & Visa Process Management:** Adept in UAE labor laws with hands-on experience in the hiring process, visa application coordination, and contract management. Oversaw candidate management, interview scheduling, onboarding, and employee offboarding processes.
- Operational Recordkeeping & Support:** Maintained attendance records and internal telephone directories. Conducted quality checks on sales team communications and ensured data accuracy for performance evaluations.
- Utility & Vendor Coordination:** Handled timely payments of DEWA, Etisalat, and DU bills. Coordinated with vendors and internal stakeholders to ensure smooth operations and up-to-date financial records.

Accountant | Green Tech Engineering, Kerala, India

June 2023 - Jan 2024

- Accounting & Financial Reporting:** Managed day-to-day financial transactions using Tally, ensuring accurate and timely data entry in the general ledger. Oversaw routine accounting functions with a focus on maintaining data integrity. Handled accounts payable and receivable operations, maintaining up-to-date records.
- Financial Statement Preparation:** Assisted in preparing monthly, quarterly, and annual financial statements and reports, ensuring compliance with internal standards and audit requirements. Verified balances and resolved any discrepancies in financial records.

- 1. Telephone & Communication Handling:** Managed a multi-line phone system, directing calls and messages to the appropriate departments and personnel while maintaining a professional front desk presence.
 - 2. Meeting & Appointment Coordination:** Scheduled and coordinated staff and client meetings, appointments, and conference room bookings to ensure efficient time management and resource allocation.
 - 3. Mail & Courier Management:** Handled incoming and outgoing mail, packages, and courier services, ensuring timely distribution and accurate tracking.
 - 4. Office Record Maintenance:** Maintained and updated office records with precise documentation and systematic filing to support organizational efficiency and compliance.
 - 5. Administrative Support:** Assisted with day-to-day administrative tasks, including data entry, invoice processing, document preparation, and general correspondence management.
- Client & Visitor Assistance:** Welcomed and provided information to clients and visitors, resolving inquiries promptly and delivering a professional customer experience.

SKILLS

Office Administration
Reception & Front Desk Management
Attendance & Payroll Management
Bookkeeping & Financial Reporting
Billing & Invoicing
Document & Record Management
Meeting & Appointment Scheduling
HR & Visa Process Coordination

Client Communication & Email Handling
Data Entry & MS Office (Word, Excel, PowerPoint)
Tally ERP
Communication Systems (Phone, Email)
Digital Tools: Microsoft Teams, Zoom, Slack

EDUCATION

**Bachelor of Commerce from Kerala
University, Kerala, India**

2019 - 2022

ADDITIONAL CERTIFICATION

**Studied Professional diploma in computerized financial
accounting under Kerala Rutronix**

2023

Diploma in MS Office and Tally with GST

Personal Detail: Visa Sponsored (Spouse)

**Languages Known: English, Malayalam, Tamil,
Hindi (beginner)**