

# SUSHMITHA KOTIAN



Welcome Building, Bur Dubai, Dubai, 0525582202 |  
kotiansushmitha@yahoo.com

## CAREER OBJECTIVE

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Secure a position that will enable me to use my communication and enhance my skills and learn new terms for the growth of organization as well as individual growth.

## EXPERIENCE

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- ♦ **Vani Computer Equipment and Requisites Trading LLC - DUBAI** **May 2018 - Present**  
**Accountant Executive**
  - Preparing sales invoices.
  - Managing all Accounting transactions in QuickBooks Software
  - Handling petty cash and updating business related data in to system.
  - Verifying and posting supplier invoices and generating weekly on demand cheque.
  - Day to day banking activities.
  - Reconcile accounts payable and receivable.
  - File and maintain records of various supporting documents sent and received by organization for reconciliation purposes.
  - Updating Payment, Receipts, Sales, Journal and Purchase entries in the Software.
  - Making Statement of Accounts and forward to the clients and suppliers to release payment as per credit period and Follow up with the clients for the payments as per Payment Terms.
  - Received the material along with delivery challan and checking the quantity as per challan, Preparation of Goods Receipt Notes to check whether material as per Purchase order.
  - Receiving and dispatching material and maintaining proper records for the same, maintaining inventory records, updating daily stock transactions, maintaining the computerized inventory system.
  - Tracking shipments, handling any issues that might arise (lost shipments, damaged shipments, etc.)
  - Organizing shipments
- ♦ **West Coast Motors (Hero Showroom) - MANGALORE** **August 2017 - December 2017**  
**Service Billing Staff**
  - Collecting all information needed to calculate bills receivable (order amounts, discount rates etc.)
  - Receiving payments through various methods (cash, online payments etc.)
  - Answering questions and handle complaints from customers regarding bills
  - Reporting on activity to upper management
  - Undertaking daily cash reconciliation.
  - Review invoices to identify any errors before invoice delivery
- ♦ **Shri Krishna Finance - MANGALORE** **June 2015 - December 2016**  
**Part Time Assistant Clerk**
  - Maintaining accounts.
  - Approaching the customers and informing about the monthly schemes.
  - Maintaining the leads of the customers.
  - Responsible for overseeing the entire company operation.
  - Using telephones to reach out to customers and verify account information.

## EDUCATION

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- ♦ **Besant Women's College**  
Masters of Commerce  
71.25%  
June 2017

## SOFTWARE SKILLS

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- ♦ • E-Office (MS-Word, MS-Excel, MS-Power point, Basics of IT & MS-Windows XP) • Tally • Tally+GST • MOS Specialist • Foreign Accounting

## PERSONAL STRENGTHS

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- Hard working
- Confident
- Interpersonal skills
- Adaptable to new environment
- Can perform under pressure

## PERSONAL PROFILE

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- ♦ Date of Birth : 28/06/1994
- ♦ Marital Status : Single
- ♦ Nationality : Indian
- ♦ Known Languages : English, Hindi, Malayalam
- ♦ Passport : P9020279

## DECLARATION

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I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.