



DHANYA R SURENDRAN

ACCOUNTANT

OBJECTIVE

To become a part of the organization where I can apply my knowledge enhances my skill and be able to contribute growth and success of the organization

Visa Status: Spouse visa
Immediate Joining.



+971588890079



drsuredran379@gmail.com

EXPERIENCE

ACCOUNTANT

Hi Smart Machines Trading.
February 2023 - October 2023.

- Financial Record Keeping
- Accounts Payable
- Accounts Receivable
- Financial Analysis
- Budgeting and Forecasting
- Financial Reporting
- Expense Management
- Cash Flow Management
- Payroll and WPS Processing
- Record Keeping and Documentation
- Risk Management
- Bank Reconciliation
- Reconciliation of Invoice and SOA
- Reconciliation of Payable's and Receivable's
- Petty cash handling and Petty claim checking
- Processing business expenses
- Procurement handling
- Quotation sending
- Cheque Monitoring
- Financial Advisory

SKILLS

Excellent communication skills and ability to present complex information in an

Easy-to-understand format

Knowledge of working on Tally, Oracle, QuickBooks,

Education– B.com

Accountant

DG DOCK FZE SHARJAH

SEPTEMBER 2021-2023 FEBRUARY

Supported all areas of financial recording and responsibility along With the financial team.

- Reconcile accounts payable and receivable.
- Manage all accounting transactions.
- Completing analysis of the employee expenditures
- Entering financial information.
- Preparing SOA and sending to clients.
- Bank reconciliation and Filing VAT Returns and Making Payments
- Payments follow up.
- Issuing Credit notes and Debit note to clients.
- Claim checking.
- Verification Of invoices, bills.
- Processing business expenses
- Preparing a weekly Claim Statement.
- Keeping track of the organization cash flow.
- Distribution Of cash advance to Employee.
- Checking online bank statements.
- Verifying bank deposits.
- Assist with act as the primary point of contact for auditor requests
- Responsible for accounts receivable and payables.
- Sorting financial documents and posting them to the proper accounts and Inventory update

Assistant Accountant

TRUMAX Group DUBAI

February 2021-July 2021(Contract Basis)

Supported all areas of financial recording and responsibility along with the financial tea

+971 58 8890079

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

D.O.B-01.10.1991

Native – Kerala,
Pathanamthitta

- Entering financial information into appropriate
- Software programs.
- Claim checking.
- Verification Of invoices, bills From Camp and Client.
- Preparing a weekly Claim Statement.
- Cash Distribution.
- Handling petty Cash.
- LPO
- Distribution Of Cash advance to Employee.
- Sorting financial documents and posting them to the proper accounts.
- Processing business expenses.
- Verifying balances in account books and rectifying discrepancies.
- Verifying bank deposits.
- Resolve customer complaints via phone, email

Junior Accountant

A K LAND GENERAL TRADING TRANSPORT LLC DUBAI

DEC 2017 – To DEC 2020

Created financial reports and supported all areas of financial recording and responsibility along with the financial team.

- Checking bills and invoices.
- Preparing pending Reports.
- Preparing PI.
- Distribution Of Cash advance to Employee.
- Preparing Sales order
- Preparing PO
- Preparing Daily Sales Reports.
- Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.
- Maintain office supplies by checking inventory and order items
- Preparing daily dispatch reports and sending them to client.

ASSISTANT ACCOUNTANT
ALLANASONSPVTLIMITED, MUMBAI INDIA
FROM JANUARY 2014 – TO OCTOBER 2017

- Prepared Blanket sales agreement.
- Preparation of daily production, pending and dispatch reports
- Keeping track of the organization cash flow.
- Communication with clients and suppliers.
- Checking bills and invoices.
- Preparing BSA (Blanket Sales Agreement).
- Preparing PI.
- Preparing Sales order in Oracle System.
- RMA (Return Material Authorization)
- Sending Business confirmation
- Animal Fat bookings.
- Preparing Daily Production Reports.
- Preparing pending Reports.
- Preparing daily dispatch reports and sending to clients.

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