



Profile

I would like to thank you for providing me the opportunity to furnish my resume for your consideration for the post of **ACCOUNTANT**. To a large extend, I believe my goals and abilities complement each other as well as I learn fast, build relationships easily, work well with colleagues, assume responsibility carefully, blended with my experiences enable me to adapt to any environment quickly and comfortably.

I have 9 years of experience in well reputed company, Kerala, India.
And I can work very sincerely with my team. I will be very punctual at office.


Personnel Details

Name: SURJA.S
Sex: Female
Date of birth: 12/05/1984
Nationality: India
Marital Status: Married
Passport No: U8643208
Visa Status: **Visit Visa 3 months**
Language Known: English, Hindi, Malayalam

Hobbies

Reading Books

SURJA.S ACCOUNTANT

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Email: surjaprn@gmail.com

EXPERIENCE

- ☐ **ACCOUNTS INCHARGE**
(POPULAR VEHICLES AND SERVICES, MARUTI SUZUKI DEALERSHIP) **2012-2021.**
- ☐ **ACCOUNTS AND ADMINISTATIVE EXECUTIVE**
(INTERNATIONAL STONE TRADING, BANGALORE, (H.O SWITZERLAND) **2008-2010.**
- ☐ **ACCOUNTS EXECUTIVE**
(POPULAR MOTOR CORPORATION, BANGALORE) **2005-2008.**
- ☐ **ACCOUNTANT**
(ALAPPATT SILKS AND JEWLLERY)

Duties and responsibilities:

- Role of Supervising a Team
- Preparation of monthly MIS reports for Management.
- Verification of Cash Book, Bank and Inter branch reconciliation.
- As the role of branch HR, Employees recruitment formalities, Resignation formalities, Assist all the employees for their all requirements.
- Making payment statement to Head
- Interacting with global level clients.
- Maintaining Customer Accounts, Pricing and Invoicing.
- Receivable and Payable Accounts
- Finalization of Accounts
- VAT data preparation and file sending to corporate office for remittance.

EDUCATION

- ☐ **BACHELOR OF COMMERCE**
KERALA UNIVERSITY, KERALA, INDIA
- ☐ **HIGHER SECONDARY**
GOVERNMENT HSS PALUKAL
- ☐ **TYEWRTING LOWER ENGLISH**
(KERALA GOVERNMENT Tec, Edu.)

LANGUAGES

- ☐ ENGLISH: Excellent in Speaking, Listening, Writing and Translation
- ☐ HINDI: fluent (speaking, reading and writing)
- ☐ MALAYALAM (speaking, reading and writing)
- ☐ KANADA (speaking,)
- ☐ TAMIL (speaking, reading and writing)

SKILL

- ☐ Computer operation with MS Office (Excel, word, power point, Tally and ERP)
- ☐ Typing Expert in English,
- ☐ Expert in Multiple Languages, English, Malayalam, and Hindi
- ☐ Translation skill all above mentioned languages
- ☐ Excellent communication skill in English and Hindi
- ☐ Event management quality
- ☐ Organizing and leadership quality
- ☐ Hardworking, patient, confident, disciplined, dedicated and result oriented
- ☐ Well organized, methodical and have good time management skills
- ☐ Honest and sincere nature and having a high sense of responsibility

DECLARATION

I hereby declare that the above written particulars are true to best of my knowledge and Belief:

SURJA.S