

Arun Surendran

Dubai, UAE

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Profile

- **Three years of hands-on accounting experience handling monthly bank reconciliations, expense tracking, month-end and year-end reporting tasks, quarterly VAT submissions, assisting and acting through annual audit team.**
- **Specialise in financial planning, reporting, and analysis in both private and public sector.**
- **Solid organizational skills – able to effectively manage multiple responsibilities requiring extreme attention to detail within deadline.**
- **Accounting experiences including Real Estate, Trading and Manufacturing, Construction and Service-Oriented fields etc.**

Personal

Email ID

arunsouparnika1994@gmail.com

Passport Details

Passport no : N8814531
Date of Issue : 16/03/2016
Date of Expiry : 15/03/2026
Place of Issue : Cochin

Visa Status

Work Visa – EID – 784-1994-6248174-0

Marital Status

Single

Nationality

Indian

Date of Birth

December 1, 1994

Languages

English, Hindi, Malayalam, and Tamil

Key Experiences

- Prepare asset, liability and capital account entries by compiling and analysing account information.
- Documenting final transactions by entering account information.
- Recommending financial actions by analysing accounting options.
- Maintaining accounting controls by preparing and recommending policies and procedures.
- Guiding accounting clerical staff by coordinating activities and answering questions.
- Reconciling financial discrepancies by collecting and analysing account information.
- Preparing error-free accounting reports, VAT filing and advice on presentation.
- Directing internal and external audits to ensure compliance.
- Planning, assigning and reviewing staffs' responsibilities.
- Developing and documenting business processes and accounting policies to maintaining and strengthening internal controls.
- Analysing, verifying, and ensuring suppliers' and customers' transaction details for maintaining accurate accounts payable and accounts receivable.

Qualifications

- B.Com – Kerala - Mahatma Gandhi University - 2012 to 2015.
- Certified Industrial Accountant Diploma – The Institute of Computer Accountants – Kerala – 2015 to 2016.

Personal Skills

- Pleasing personality with friendly attitude.
- Methodical and thorough approach towards profession.
- Professional Appearance and Presentation.
- Preparing/Presenting flawless reports without quality compromise.
- Flexibility and willingness to learn.
- Best Presentation and Communication skills.
- Integrity and Self confidentiality.

IT – Skills

- Proficient to use Ms Office, Tally ERP.
- SAP.
- Xero Accounting.
- Quick Books.
- Peachtree.

Professional Experience

I. ABK Saqer Auditing, Dubai, UAE - February 2017 to till date.

The company is involved in Auditing, Accounting, Consulting, Company formation, Business Valuation.

Job Position: ACCOUNTS EXECUTIVE AND INTERNAL AUDITOR

A competent professional with 3 years of experience in Accounts, Audits, Finance and Taxation. Extensive experience in handling entire Accounting Operations including Updating, Maintaining, and Preparing Final Accounts

- VAT returns, VAT Audit, supporting schedules and documentation/responses as required by Tax Authorities.
- Preparing and submitting VAT registration and amendments.
- Summarize current financial status by collecting/collating information; preparing balance sheet, profit and loss statement, and other MIS reports.
- Bank Reconciliation and handling billing proceedings including follow-ups for timely receivables/payables and meeting requirements of Internal/External Audits.
- Expert in handling more than 15 companies in a cycle on accounting-related activity from general entry to finalization of accounts.
- Reconciliation of vendor statements, research and making corrections of any discrepancies.
- Ensuring the confidentiality and security of all financial data of clients/customers.
- Preparation and presentation of financial statements and management reports.
- Preparing on daily basis revenue report and General Cashier Report.
- Monitoring and reviewing accounting and accounting-related system reports for accuracy and completeness.
- Finalization of consolidated accounts and interact with audit requirement to complete audit in stipulated time.
- Preparation of Audit Schedules and completing the Audit requirements on Quarterly Basis for finalizing the accounts and coordinating with auditors for completing statutory audit.
- Supporting schedules and documentation/responses as required by Tax Authorities.
- Providing guidance, training, and assistance on Accounting Softwares - Tally ERP, Quick Books for the clients' staff.
- Recording/Following up on day-to-day transaction and accounts closing.
- Ensuring verification of all purchase invoices booked on daily basis, obtaining approvals and process the payments as per ageing and agreed Credit Terms.
- Validating and preparing Fixed Assets Schedule.
- Calculating Final Settlement of Labours as per UAE Labour Law.
- Managing and Controlling all aspects of monthly payroll cycle including attendance/absence, new joiners and preparation of payroll through WPS System.
- Preparation of LPO for Local and Import purchase after key analysis of quotation received from different vendors.
- Preparing Debit Notes/Credit Notes.
- Handling Petty Cash and Monthly reconciliation of bank accounts.
- Identifying process deviation and advising on changes to be implemented.
- Reviewing general ledger books' activity and making necessary journal entries including inter-company transactions and posting monthly, quarterly and yearly accruals.
- Preparation of consolidation, liquidation and final reports based on company books of records.
- Preparation of monthly and yearly Sales Audit reports for different outlets of group company.
- Coordination in yearly physical stock counting and comparing with the system closing stock for correcting both accurately.
- Preparation of closing stock and asset revaluation report.
- Accounting software and chart of accounts installation.

II. SERBA DINAMIK INTERNATIONAL LIMITED, Malaysia - December 1st 2016 to January 31st 2017

The company is involved in construction, maintenance and contracting services

Job Position: Accounts Assistant

- Day to Day accounts entries.
- Verifying and recording of sales invoices and monthly expenses.
- Handling petty cash.
- Assisting Senior Accountant for preparing payments, stock purchase, salary, incentive calculation etc.
- Preparation of Bank reconciliation of the company.
- Maintaining and recording stocks in the system based on physical stock register.
- Application of statutory provision, compliances with of Accounting Standards.
- Statutory & Concurrent audit of banks.

III. Hotel Star, Kerala, India - June 1st 2016 to November 19th 2017

The company is involved in providing rooms for rental and restaurant service.

Job Position: Accounts Assistant

- Filing and maintaining proper records, proper documentation of every transaction.
- Day to day Cash and Bank operations.
- Monthly reconciliation of bank accounts.
- Assist with preparation of tax returns and corporate reporting requirement.
- Disbursement of salary and other payments at end of the month.
- Preparation of commission and other marketing expenses for online portals.
- Assist in managing revenues received and dispersed including accounts receivable, accounts payable and General Ledger reporting.
- Cash handling functions for the hotel and reconcile all cash dropped at the front desk.
- Assisting front desk manager for administration duties.
- Bill out credit cards and also maintain accurate legible logs for all credit cards.
- Preparation of wire transfer confirmations for reimbursable invoices.

DECLARATION

I hereby declare that the information furnished above is true to the fullest of my knowledge and can be tested accordingly. I assure you that I can surely bring laurels to the company through my smart cum hard work.

Arun Surendran

Place : UAE, Dubai

Date : 06/07/2020