

SUHAIL MK

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AI Karama, Dubai, UAE



Objective

Five years of hands-on accounting experience, handling monthly payrolls and year-end report tasks and assisting with the annual audit. Dedicated and experienced accounting professional with proven success managing finances. Independent, creative and critical thinker with sound judgment and strategic decision making competencies as well as ability to prioritize and manage time effectively



Experience

SSG Natural Foodstuff Trading LLC, Dubai, UAE

Nov-2021 - Present

Accountant

- Managing invoices, expenses, accounts payable and accounts receivables
- Managing day-to-day transactions
- Prepare and process payrolls
- Computing taxes
- Vat returns filing

ROYAL TRADING, Parempadam, India

Jan-2019 - Oct-2021

Accountant

- Preparing financial documents such as invoices, bills and accounts payable and receivables
- Bank, ledger and cash reconciliations
- Computing taxes
- GST returns filing
- Managing employees
- Managing day-to-day transactions
- Prepare and process monthly payrolls
- Interact with internal and external auditors in completing audits

EMERALD Glass & Plywoods, Kunnamkulam, India

Dec-2017 - Dec-2018

Accountant

- Managing all accounting transactions
- Computing taxes
- GST returns filing
- Ensure timely bank payments
- Prepare and process monthly payrolls
- Manage balance sheets and profit/loss statements



Skills

Zoho Books
Tally Erp 9
EasyBiz
MS-Excel
MS-Word
Peachtree



Languages

English
Hindi
Malayalam



Achievements & Awards

Increasing revenue
Saving time
Helping to reduce business cost



Activities

Social services
Blood donation



Education

Accountants Academy, Trissur

2018

HDMCA- Higher Diploma in Manual & Computerized Accounting

Lords Institute of Distance Education,Irinjalakuda

2015-2018

Bachelor of commerce

ICA English Higher Secondary School,Vadakkkekad

2013-2015

HSE

Rahmath English Higher Secondary School,Thozhiyoor

2013

SSLC



Certifications

Higher Diploma in Manual and Computerised Accounting



Additional Information

Nationality: Indian

DOB : 25 Feb 1997

Age : 25



Declaration

I do hereby declare that all the information and details given are true to the best of my knowledge