



SANU SAINAVAN

@ sanusainavan1997@gmail.com

+971502548723

Deira,
Dubai,
UAE,

Skills

- MS Office
- Cash Flow analysis
- Accounts Payable/Accounts Receivable
- Month-end processes
- Problem solving
- Decision Making
- Financial Reporting

Languages

- English
- Hindi
- Malayalam
- Tamil

Personal Details

Date of Birth : 06/08/1997

Marital Status : Single

Nationality : Indian

Visa status : UAE Visit visa

Passport : N7480365
number

Visa Expired : 22 September
2022

Objective

Emerging Accounts and Finance professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organised with strong attention to detail, mathematical acumen and Tally knowledge.

Experience

Fix and Fine Insulation Contracting services LLC 03/2022 -
Accounts Admin 06/2022

- Compute taxes and prepare tax returns
- Manage all accounting transactions
- prepare Receiving and storing invoice
- prepare Employee Monthly Payroll

Larson and Turbo 07/2019 -
Sales Executive 11/2021

- Disbursement of loan to customers and receivable collection from clients
- Customer service and sales support for the insurances customers.
- Submission of periodic reports to management in timely manner for financial reporting and management decision making

Ray Engineering and Construction Ltd 07/2018 -
Junior Accountant 06/2019

- Submission of invoices and quotes for clients and collection of receivable
- Payable preparation
- Monthly report preparation and submission to management for timely decision making

Education

Annamalai university 2017 - 2019
M.com

MG University 2014 - 2017
B.com

COURSES

- Tally ERP-9

