



# SUGANTHI M

Accounting / Administration

## PERSONAL PROFILE

Result-oriented professional, offering 8 years of experience in Accounting with an organization of repute in Financial services sector; preferably in UAE

## CONTACT

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## CORE COMPETENCIES

- Fund Management
- Reporting & Documentation
- Performance Management
- Auditing
- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Inventory Management

## EDUCATION

- 2008: MBA - Finance & Marketing, Anna University, Tamil Nadu
- 2006: B.Com. from Bharathidasan University, Tamil Nadu

## TECHNICAL SKILLS

- MS Word
- MS Excel
- Tally ERP 9
- Tech Accounting Software
- MS Suite
- Basic Internet Applications

## PROFILE SUMMARY

- An **MBA - Finance & Marketing** individual with a **rich experience of over 7 years in accounting** and administration
- Performed financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal
- Managing day-to-day Inventory Entries, Stock Journal, Delivery Notes & Receipt Notes
- Prepared and presented weekly and monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- Recommended & scheduled financial, compliance, performance audits of departments by conducting internal audits
- Advanced knowledge of MS Excel (Lookups, If Condition, Sum If, Count If & Pivot Table)
- Accounts Payable & Receivables Management including local purchase entry and preparation of P&L (Profit & Loss)
- Expertise in **Tally ERP 9, I TECH Accounting Software & MS Suite**

## WORK EXPERIENCE

**Jun'19 – Oct'21 - Akhan Exports and Imports as Accountant, Tamil Nadu, India**

### Role:

- Planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements; administrating the monthly closing process
- Processing reconciliation of debtors and creditors ledger
- Complying with federal, state, and local legal regulations
- Preparing and explaining weekly profit & loss projections; establishing product line profit & loss statements to identify opportunities and risks
- Working with the Finance Controller in the preparation of annual budgets, monthly forecasts, and strategic plans

**Nov'16 – Oct'18 - Marvel Glass & Aluminum as Accountant, Sharjah, UAE**

### Role:

- Ensured genuineness of currency notes being exchanged; reported fake notes immediately to the manager to take necessary steps
- Accepted cash from the remittance customer as per the voucher
- Verified vouchers in the system and generated cash receipt vouchers
- Made payments for cash pay-out; tallied cash as per system & deposited treasury every day
- Prepared and presented weekly and monthly management reports on cost & benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- Reviewed financial results; undertook year-on-year and quarterly comparison of company performance both in terms of the top line and bottom line

**Jan'13 – Nov'16 - Al Khor Tourism Company as Accountant Cum Cashier, Sharjah, UAE**

### Role:

- Maintained and reconciled accounts as well as prepared reports; created, documented, and posted complex journal entries; recorded various intercompany transactions and cost

## SOFT SKILLS

- Self-Motivator
- Team Player
- Communicator
- Innovator
- Planner
- Smart Thinker

## PERSONAL DETAILS

**Date of Birth:** 15th June, 1983

**Languages Known:** Tamil,  
English, Malayalam and Hindi

**Address:** Muwaileh, Sharjah,  
UAE

**Visa Status:** Husband visa

allocations

- Supported month-end and year-end close processes
- Managed cash transactions and ensured updating the same in the system
- Reviewed and recommended modifications to accounting systems
- Performed periodic reconciliations of selected ledger accounts on a monthly or quarterly basis
- Accounts Payable & Receivables Management including local purchase entry and preparation of P&L
- Summarized current financial status by collecting information; prepared the balance sheet, profit and loss statement, and other reports

## CERTIFICATIONS

- Tally - ERP 9
- Diploma in Office Automation
- Diploma in Computer Application