

Baiju Balasuria

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PROFILE SUMMARY

A fully qualified Accountant who has a number of years' experience in the fields of financial management reporting, taxation and cash flow and has the ability and willingness to take on financial leadership and is certain to be a key member of any financial team that he joins. He is ambitious by nature and keen to get to the top of his profession. One of his greatest strengths is his ability to prioritize workloads to meet challenging deadlines. On a personal level, he has the ability to build relationships in a multi – cultural environment and across various offices. Right now, he wants to join a company who are keen to add an intelligent and enthusiastic individual to their financial department

Management



Business Administration
Performance management
Cost control
Marketing
HR management
Project management

Personal



Assertive
Inspirational
Team player
Delegating
Articulate
Goal orientated

Dynamic



Efficient
Visionary
Highly energetic
Productive
Motivated
Driven & ambitious

Smart



Resolving problems
Inventive
Research & analysis
Good decision making
Critical thinker
Identifying solutions

WORK EXPERIENCE

Responsible for providing financial advice and support to work colleagues, senior managers and company clients to enable them to make sound business decisions:

✚ **Europcar (Dubai Rent a Car Co. LLC), Dubai – UAE.**

Position: **Accountant**

Period: June 2019 to March 2022



RESPONSIBILITIES

- Preparing financial documents such as invoices, bills and account payable and receivable.
- Completing financial reports on a regular basis and providing information to the finance team.
- Completing bank reconciliations.
- Entering financial information into appropriate software programs.
- Managing Ledgers and Payroll.
- Processing business expenses and Recording office expenditures and ensuring these expenses are within the set budget.
- Coordinating internal and external audits.
- Verifying balances in account books and rectifying discrepancies.
- Verifying bank deposits.
- Managing day-to-day transactions and posting daily receipts.
- Assisting the financial department with various tasks, including preparing reports & statements.

 **A to Z Supermarket**, Thrissur – Kerala, India.

Position: **Accountant cum Assistant Manager**

Period: March 2014 to September 2015



RESPONSIBILITIES

- Daily bookkeeping and accounting processes
- Execute monthly payroll activities
- Receive and deposit all revenue
- Tabulated the sales, distributors and product codes in the record book and posted data at bulletin board.
- Calculated the taxes, wages, premiums, payments and commission of the employee's very end of the month.
- Kept track of the cash being received and being paid and secured in the vault at the end of the day.
- Prepare monthly and quarterly financial reports, including standard financial reports, budgets etc.
- Financial reporting and other administrative requirements for management.

ACADEMIC QUALIFICATIONS

- 2017 – **MBA** (Finance & Marketing) - University of Calicut, Kerala
- 2017 – **M.Com** (Finance) - Bharathiar University, Tamil Nadu
- 2014 – **B.Com** (Co-operation) - University Of Calicut, Kerala
- 2011 – **Secondary School** (Commerce) - Board of Higher Secondary Examination, Kerala
- 2009 – **High School** – Board of Public Examination, Kerala

Others

- 2017 – G-Operator
- 2014 – International Diploma in Computerized Accounting & Finance (IDCAF)
- 2011 – Diploma in Financial Accounting (DIFA)

TECHNICAL SKILLS

Tally

Peach Tree

Orion

QuickBooks

Cabman

MS Office



PERSONAL DETAILS

Father's name	: P.K. Balasuria
Date of birth	: 30.07.1992
Gender	: Male
Nationality	: Indian
Marital Status	: Married
Visa Status	: Visit Visa
Languages known	: English, Malayalam, Tamil and Hindi
Driving License	: UAE (24.01.2024) & IND (02.11.2032)
Passport Details	: V4940640, Valid to 03 rd March 2032