

Al Qusais, Dubai
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SANDHYA SURESH

ACCOUNTANT

Skilled accounting professional with more than 9 years of experiences in UAE , currently working towards senior level destination. Strong understanding of all aspects of accounting and financial management. Proven ability to manage the multiple assignments while meeting tight deadline schedules. Possess reputation as a self-directed professional with excellent problem solving, analytical and communication skills.

AREAS OF EXPERTISE

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| <ul style="list-style-type: none">• Accounts payable & Receivables• Vendor relation and customer service• Financial Statement preparation• Vat submission and filing | <ul style="list-style-type: none">• General ledger entries• Data entry, receipts & invoices• Month end reconciliation analysis• Reporting and Documentation |
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ACCADEMIC QUALIFICATION

- BA Economics , 2003 from Vimala college Thrissur , Kerala, India
- Junior Diploma course,2006 from State co- operative Union

COMPUTER QUALIFICATION

- PGDCA in Computer Application ,2003 to 2004 from Manya College
- Galaxy Computer ,2012 from Abudhabi

PROFESSIONAL EXPERIENCE

INDIAN EXPERIENCE

Company name : The Cherpalcheri Co-op. urban bank Ltd
Period : August 2006 to January 2007
Designation : Data entry operator

Company name : Venkitangu farmers Co-operative bank LTD
Period : March 2007 to March 2010
Designation : Cashier

UAE EXPERIENCE

Indo Gulf International Building Material Trading LLC is one a leading electrical and building material distributor especially dealing with lamps, special lamps, electrical accessories, building materials, sanitary materials etc.

Company Name : Indo Gulf International Building Material Trading LLC, Sharjah, UAE
Period : June 2010 - November 2016
Designation : Accountant

Duties and Responsibilities:-

- Prepares Accounts in Tally ERP
- Finalization of Accounts
- Preparation of Invoices
- Collection follow up
- Supplier Management
- Cash flow management
- Dealing with banks for Loans
- Payroll management
- Preparation of Budget and submitting analysis there of
- Liaison with Auditors as per management requirement
- Managing sales team and other admin related works

Company Name : Tekno Lighting Trading LLC, Al Qusais, Dubai, UAE
Period : December 2016 - At Present
Designation : Accountant

Tekno Lighting Trading LLC is one of the main Electricals accessories and lamp distributor in Dubai especially dealing with the following leading brands which are as follows:-**Schneider, Osram, Philips, General Electricals (GE), Tridonic, etc.**

Duties and Responsibilities:-

- Manage accounting activities, monitor, prepare and submit reports of all financial activities to top level management.
- Vat report preparation and submission.
- All levels of company expenses and adjust for allowable reimbursement according to the guidelines as set by the Management
- Analysis expense report and provide recommendation on cost reduction practice.
- Support sales team with accounting function including expenses, invoicing, billing issues, provide additional assistance to contacting vender in response to billing errors.
- Prepare journal entries, working papers and department analysis for quarterly and year end audits.
- Participate in accurate and timely monthly closing procedures include bank statement reconciliation, revenue analysis, reconciliation of general ledger and preparation of financial statement, prepare review and reconcile balance sheet.
- Manage with the entire responsibility of analyzing the account receivables and aging reports thereof.

- Reconcile accounts receivables with the client.
- Check and verify management reports and accounting entries of source document such as invoice, vouchers, debit note credit note.

KNOWLEDGE & SKILLS

- Good Communication skills in English and Hindi, Good computer skills with special reference to Tally, & M S Office.
- Conversant with Internet, Email and Web browsing, Tally ERP
- Valid UAE Driving License

PERSONAL INFORMATION

Date of Birth : 20 April 1980
Nationality : Indian
Passport No : H5841893
Visa Status : Visit Visa
Joining : Anytime
Marital Status : Married

CERTIFICATION

I, the undersigned here by certified that the above mentioned details are true and to the best of my knowledge and belief.

Sandhya Suresh