

Suban David

Accountant



Contact

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Address

Karama, Dubai, UAE

LinkedIn

<https://www.linkedin.com/in/suban-david/>

Expertise

- TALLY
- SAP FICO
- MS Office

Language

English

Tamil

Malayalam

About Me

I am a dedicated and hard working individual looking forward to start a career that enables me to get a better understanding of the market as well as help me grow personally and professionally. I am open to opportunities that would help me achieve my long term goals.

Experience :

Retchakar Tannins Private Limited

(05/05/2022- 30/06/2023) – 1 Year

Accountant

- * Maintain accurate and up-to-date financial records, including journal entries, ledgers, and general accounts
- * Process invoices, verify expense claims, and ensure timely payment to vendors and suppliers.
- * Monitor and follow up on outstanding customer invoices, ensure timely collection, and post payments received.
- * Prepare periodic financial reports, including balance sheets, income statements, and cash flow statements.
- * Monitor and analyze company expenses, identifying cost-saving opportunities and areas of improvement.
- * Provide insights into financial trends, variances, and performance metrics to support decision-making.
- * Manage balance sheets and profit/loss statements
Preparing monthly depreciation and pre-payment.
- * Compute taxes and prepare tax returns.
- * Reinforce financial data confidentiality and conduct database backups when necessary.
- * Checking company online banking and preparing daily bank reconciliation statement.

EDUCATION

MBA (Finance and Human Resource Management)

Jeppiaar Engineering College

2020-2022

Tamilnadu, India

B.Com

St.John's College of Arts and Science

2017 - 2020

Tamilnadu, India

Higher Secondary

Pius XI Higher Secondary School

2013-2015

Tamilnadu, India

Internship

- TALLY Management Study at Saji & Associates Trivandrum, India (Duration - 6 Months).
- I have done a project on "A study of work-life balance of employees" at Wings Foods and Chemical Private Limited, Chennai, Tamilnadu (Duration - 3 Months).

Soft Skill

Communication
Leadership
Time Management
Customer Relationship
Team Player

REFERENCES

Available upon request.

DECLARATION

Myself Suban David hereby declare that the above furnished information is authentic and true to the best of my knowledge.

Station:

Date:

Suban David