

## SUJITH SURENDRAN

Nearly 6 Years of experience in area of Finance, Accounting, Stock.



### eMail-to:

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### Present Address

Flat no 021, Bld no 198  
Road 4803, Block 428  
2<sup>nd</sup> Floor, Town Al Seef  
Kingdom of Bahrain  
P.O Box :20491 .

### Personal Data

Gender : Male  
Nationality : Indian  
DOB : 22-May-1990

### Accounting Systems:

- MS-Office
- SAP
- Tally
- Diamond

Operating system: Windows

### Languages:

English, Tamil, Malayalam

### Hobbies and interest:

Travelling and Reading books

### References:

Available upon request

### Objective

Seeking a challenging position in finance with opportunities for career advancement, to gain further skills and to attain the goal of the organization aiming; where innovations and Smart working are highly rewarded.

### Professional Experience: ~6 Years (June 2012 to Till Date)

- Finance Assistant at **BEENA IRON TRADERS**, Kerala, India (upto 2015)
- Presently working as **Accountant @ VISION DEVELOPMENT CO W.L.L**, Kingdom Of Bahrain (2016 to till date)

### Accomplishments

- Positive Attitude
- Good Interpersonal communication skills
- Accept challenging/ talented job
- Believe in oneself, and
- Hardworking

### Work Experience

- Audit Operations
- Reconciled various expenditure reports to source documents
- Reviewed procurement documents and invoices for accuracy
- Reconciled entries and internal ledgers to financial system reports
- Interface with client and team for monthly status
- Bank Reconciliation with company account.

### Areas of Interest

- **Accounts/Finance/Banking**

### Education

#### Professional Qualification:

M B A	Madurai Kamaraj University (Doing)	
M.Com	Madurai Kamaraj University	2015
B.Com	T.K.M.M College, Haripad	2012
I.Com (12 <sup>TH</sup> )	Govt. Boys High School, Kayamkulam	2009
10 <sup>TH</sup>	Govt. Boys High School, Kayamkulam	2007

#### Additional Qualification:

- Diploma in tourism travel and hotel management.

### Computer Skill

- WINDOWS(XP, NT, 2000, 98, 95)
- MS OFFICE
- TALLY

**Working as Assistant Finance Manager  
VISION DEVELOPMENT, BAHRAIN.**

**Responsibilities:**

- Bank deposits, Payments and reconciliation.
- Preparation of Month end reports and Year end reports.
- Evaluate monthly profit and loss account.
- Checking vouchers with supporting documents.
- Checking all the tax related documents.
- Preparation of Vouching Notes.
- Preparation of individual salary statements on monthly basis.
- Responsible for entire Accounting Management jobs of the company.
- Recording of expenses & Purchases and materials delivery.
- Make profit & Loss report and submit to the Manager.
- Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees.
- Installation and back up of Tally.
- Urgent maintenance of computer hardware and software upgradation etc.

**DECLARATION**

I hereby declare that the above mentioned details are true to best of my knowledge and belief

Place: Bahrain

Date: 30/01/2019

**Sujith Surendran**