

## **C. V.** (Well experienced Financial Accountant)

**Name: SUMAN SURENDRAN**

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E - Mail Id: infosumans@gmail.com

Experience: 18 Years (10 Years in Gulf Countries)

Currently: Working as Accountant in Kerala-India

Strengths: Accounting, Banking, Reports and Tally



### ❖ **Professional Summary:**

Well experienced and multi-skilled Financial Accountant with through knowledge of general accounting procedures and financial reports. Independently able to handle full set of accounts, banking activities, management reports, reconciliations, accounts finalization, budgeting, payroll process, inventory and receivable management. Good in MS-Excel, Tally and other ERP accounting packages and official correspondences.

### ❖ **Educational Qualifications:**

| <b>No</b> | <b>Course Name</b>                | <b>University / Institute</b>              |
|-----------|-----------------------------------|--|
| 1         | M. B. A – Financial Management    | National Institute for Business Management |
| 2         | Bachelor of Commerce              | University of Kerala – Trivandrum          |
| 3         | Certified Accounting Professional | N. C. E. T. – India, Kerala.               |
| 4         | Diploma in Export & Import Mgt.   | All India Institute for Career Studies     |

### ❖ **Employment History:**

- 1) Working as **Accounts Executive** with **The Trivandrum Hotel** at Trivandrum, Kerala - India, from May 2018 to till date [Traditional Heritage City Hotel]
- 2) Worked as **Senior Accountant** with **Al-Mejhar Trading & Contracting Co.**, Qatar from June 2016 to March 2018. – [Trading, MEP Projects and Civil Constructions]
- 3) Worked as **Senior Accountant** with **Anandalakshmi Ayurveda Resort**, Kovalam, Kerala from February 2014 to May 2016. – [Traditional Ayurveda Beach Resort]
- 4) Worked as **Senior Accountant** with **Genesis Engineering Services**, Qatar from November 2011 to January 2014 –[Import & Trade of Machineries & Equipment's]
- 5) Worked as **Accountant** with **Al Barami Steel Industries**, Muscat - Oman from July 2006 to September 2011 – [BRC Steel Mesh Manufacturing and Trading Factory]
- 6) Worked as **Accountant** with **Navdeep Public School**, Kollam - Kerala from June 2003 to May 2006 –[Reputed Higher Secondary English Medium School]
- 7) Worked as **Accountant** with **Kenton Hospitality Services**, Cochin, Kerala – India from June 2001 to April 2003 - [Daily Rented Flats with Tours & Travel Desk]

❖ **Accounts related Working Experience and Knowledge:**

**1)** 15 years of excellent working experience in handling Books of Accounts and banking activities. Independently able to handle full set of accounts and other commercial activities as per general accounting principles and Tax procedure. And through knowledge in ERP Accounting packages, MS Excel, MS Word and Internet, etc.

**2)** Good in preparing monthly and yearly M I S reports like Budget, Cash Flow, Profit and Loss Account, Balance Sheet, Debtors Aging Analysis, Inventory Reports, etc. and well experienced in handling Yearly Statutory Audit and Accounts Finalization activities.

**3)** Able to do basic accounting entries in Tally and other ERP accounting packages, good in maintaining all books of accounts up-to-date and well experienced in month end accrual entries, bank reconciliations, staff payroll process and internal auditing.

**4)** Able to do regular receivable follow-ups for timely collections and experienced in financial forecasting and fund management for maintaining safe cash flow.

**5)** Working exposure with various industries likes Hospitality, Manufacturing, Trading, Educational and Constructions with inter-company and branch accounting systems.

**6)** Able to manage accounts department by implementing internal control systems and monitoring accuracy of daily cash, bank, sales & purchase invoices and other entries.

❖ **Major Skills:**

Through knowledge of accounting procedures and financial statements, detail oriented, analytical, communication and interpersonal skills, proficiency in excel, word and accounting packages, able to maintain deadlines and confidentiality, organized and positive attitude, knowledge about banking, taxations and budgeting, management accounting and fixed asset management, credit control and fund management, purchase and payables, MIS reports, payroll, inventory accounting, finalization, etc.

❖ **Computer Proficiency:**

|                     |   |
|---------------------|---|
| Accounting Packages | Tally ERP9, Hot Soft, Smart School, PMS, Busy, etc.     |
| Office Tools        | MS-Excel, MS-Word, Outlook, Power Point, Internet, etc. |

❖ **Passport Details:**

|                 |            |                |            |
|-----------------|------------|----------------|------------|
| Passport Number | M 8074605  | Date of Expiry | 07-04-2025 |
| Date of Issue   | 08-04-2015 | Issued Place   | Trivandrum |
| Nationality     | Indian     | Date of Birth  | 26-05-1973 |

❖ **Personal Details:**

Permanent Address : Sunithalayam, Areeplachy, Anchal, Kollam – 691333  
Gender & Marital Status : Male, Married.  
Age and Date of Birth : 46 Years, 26<sup>th</sup> May 1973  
Languages known : English, Malayalam, Tamil and Hindi.  
Other Contact Details : Skype: anchalsuman, Whatsapp: +91 8606 799 357

I hereby declare that the above information's are correct to the best of my knowledge.

(Suman. S)