

C. V. (Well experienced Financial Accountant)

Name: SUMAN SURENDRAN

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✉ infosumans@gmail.com

Experience: 18 Years (10 Years in GCC Countries)

Currently: Working as Accountant in Kerala-India

Strengths: Accounting, Banking, Reports and Tally



❖ **Professional Summary:**

+ 15 years well experienced Financial Accountant with through knowledge of general accounting procedures and financial reports. Independently able to handle accounting and tax works from basic records to reports. Working experience in monthly accounts finalization and preparation of M I S reports like Cash Flow Statement with budgeted and actuals, Profit & Loss Account, Balance Sheet, Debtors and Creditors Aging, Inventory Reports, Payroll, Monthly Budget, Accounts Finalization, etc. and able to maintain books of accounts and records accurate and up-to-date in Tally and other ERP accounting packages with through knowledge of MS-Excel, Word and internet.

❖ **Educational Qualifications:**

No	Course Name	University / Institute
1	M. B. A. in Financial Management	National Institute for Business Management
2	Bachelor of Commerce (B. Com)	University of Kerala – Trivandrum
3	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 - [3 Star Traditional Heritage City Hotel]
- 2) Worked as **Chief 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 & Trading 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 Public School]
- 7) Worked as **Accountant** with **Kenton Hospitality Services**, Cochin, Kerala from June 2001 to April 2003 - [Daily Rental of Flats with Tours & Travel Desk services]

❖ **Working Experiences and Knowledge:**

- 1)** Well experienced in handling books of accounts, cash, banking activities and other commercial transactions from base documents to the finalization with good knowledge of LC, LTR, LG, Import & Export documents, Logistics, Tax, H.R. and Admin works, etc.
- 2)** Good in preparing monthly and yearly MIS reports like Profit and Loss Account, Balance Sheet, Cash Flow, Debtors Aging, Budget, Inventory Reports, Payroll and well experienced in handling Yearly Statutory Audit and Accounts Finalization procedures.
- 3)** Through in bank reconciliation, staff payroll process, VAT related activities, monthly accrual & adjusting entries, cash handling, internal auditing and inventory monitoring.
- 4)** Able to do regular receivable follow-ups for timely collections and experienced in financial forecasting and fund management by monitoring daily bank & cash positions.
- 5)** Working exposure with various industries likes Hospitality, Manufacturing, Trading, Educational and Constructions with inter-companies and branch accounting system.
- 6)** Able to manage the accounts department by implementing internal controls and systems with official disciplines, internal and external communications and team work.

❖ **Major Skills:**

Accounting, banking, financial reports, analytical, communications, MS- Excel, ERP accounting packages, positive attitude, purchase and payables, MIS reports, payroll.

❖ **Computer Proficiency:**

Accounting Packages	Tally ERP9, Sage50, Hot Soft, Smart School, PMS, Busy
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, 26th 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)