

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

**Name: SUMAN SURENDRAN**

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✉ infosumans@gmail.com

Experience: 18 Years (10 Years in Gulf Countries)

Currently: Working as Accountant in Kerala-India

Strengths: Accounting, Banking, Reports and Tally



### ❖ Summary:

- +15 years well experienced Financial Accountant with through knowledge of general accounting procedures and financial reports and able to manage full set of accounts.
- Independently able to handle daily, monthly and yearly accounts from records to reports with tax and bank compliances as per company policies and IFRS standards.
- Through knowledge of monthly accounts updating and preparation of MIS reports like Cash Flow Statement with budgeted and actuals, Profit & Loss Account, Balance Sheet, Debtors and Creditors Aging, Budget Forecast, Inventory Reports, Payroll, etc.
- Able to keep books of accounts and other records up-to-date and accurate in Tally and other ERP accounting packages and through in MS-Excel, Word, Internet, etc...

### ❖ Educational Qualifications:

No	Course Name	University / Institute
1	Bachelor of Commerce (B. Com)	University of Kerala – Trivandrum
2	Certified Accounting Professional	N. C. E. T. – India, Kerala.
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 [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 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 service]

❖ **Accounting related Work Experiences and Knowledge:**

**1)** Through knowledge in handling Books of Accounts and Banking activities from basic journal entries to accounts finalization in various ERP Accounting packages and able to do Tax accounting and Tax payment calculations and managing H R and Admin works.

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

**3)** Well experienced in bank reconciliation, staff payroll process, VAT related activities, month end accrual & adjusting entries, cash handling, internal auditing and inventory.

**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 Construction with inter-company and branch accounting systems.

**6)** Able to manage an accounts department by implementing internal controls and systems and good in monitoring the ledger accuracy's of cash, receivables & payables.

❖ **Major Skills:**

Accounting, banking, financial reports, analytical, communication, 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, 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)