

**G.SUNITHA**

Abu Dhabi,

U.A.E.

Phone # 0553767495

Email: sunitha3040@hotmail.com.

**Objective:**

To be result oriented with positive approach Relentless

Person for the company’s and personal growth.

**Summary:**

\*Overall 9 years of experience, 3 years in U.A.E and 6+ years in India as an Accountant.

\* Excellent human relation skills, having dealt with a variety of

Clients and employees.

\* Superior ability to achieve immediate and long-term goals.

\* Proven ability to analyze, plan, manage and motivate.

**Educational Qualifications:**

M.Com Osmania University, Hyderabad (2001-2003)

B.Com Osmania University, Hyderabad (1997-2000)

**Technical Qualifications:**

Computer skills : Ms-Word, Ms-Excel and Internet

Accounting Packages : *ERP : SAP (FI/CO),* Tally, Focus,

Quick books, Peach tree and Myob

**Professional Experience UAE**

**M/s. Gulf Reinforcement Plastics L.L.C (Korean Company)**

**as Accountant (07-2-2012 to 5-12-13)**

Specialist in Fiber Glass Piping Systems, Fabrications, Installation and Maintenance. Main client of GRP – Samsung, Future pipe Industries, Petrofac and Gasco etc.

* Working at Myob Accounting Package,
* Reporting To GM and DGM
* Preparation of Balance sheet and Profit and Loss Statements ¬ Giving Project wise Profit and loss statements monthly, Quarterly & Yearly.
* Follow up the payment ( Debtor Age wise )
* Dealing with Creditors.
* Maintain Petty cash ( Project wise )
* Working good knowledge at Excel in Pivot tables etc.
* Preparation of Cash flows etc.
* Preparation of WPS salaries
* Preparation of Gratuity, Vacations and Final Settlements of Employees as per Labour Law.
* Maintain banks statements – BRS etc.
* Assist the Auditors in Final Audit Reports.

**M/S. HASIBA CORPORATE (Abu Dhabi)**

**as Accountant (09-10-2010 to 30-09-2011)**

* Working on tally 7.2 version
* Reporting to boss
* Preparation of monthly payrolls
* Entries sales , Purchases , purchase orders
* Maintain petty cash branch wise
* Prepare Quotations
* Writing Cheques
* Entries payment and receipts
* Follow-up the payment
* Day to day bank reconciliation
* Preparation of Profit and loss Account and balance sheet
* Preparation of fund flow statement daily
* Office administration work etc

**Professional Experience in India.**

**February 2004 to April 2010 Total (6+ years)**

**M/s. SREEPATHI PHARMACEUTICALS LIMTED As an Accountant**

**(25-04-2008 to 30-04-2010) 2 years**

* Worked on Focus 6.003 version, Preparation of monthly payrolls in excel sheet nearly 200 peoples
* Tax deduction at source & Service tax Monthly wise Online payments
* Preparation of Journal Entries Payments, like debtors ageing wise follow-up & preparation of cheques, Receivables and payables) ,
* Entries of Bank and Cash vouchers,
* Preparation of Bank reconciliation statements
* Assist internal & external Auditors
* Purchases and Sales entries ,
* PF , ESI, Professional Tax monthly wise and Insurance etc
* Administration work etc.

**EMPEROR ENTRIPRISES (EXPORTING) As Accountant**

**(05-03-2006 to 21-04-2008) 2 years**

VAT Returns, Salaries of Employees preparation of export documents like Invoice, Packing list, Purchase orders, Quotation and Office Administration Work.

**VEN GUARD THERAPEUTIC Pvt. Ltd.** **As (Accounts Assistant)**

**(01-02-2004 to 28-02-2006) 2 years**

Statistical Analyzer like calculated the salaries of Medical Representatives, their Daily Expenditures and Sales of Medicine Monthly wise

**Personal Profile:**

Date of Birth : 13th January 1977

Marital Status : Married

Husband name : K. Venu Gopal

Nationality : Indian

Languages known : English, Hindi & Telugu

Passport No : J 0246715

Visa Details : Husband Visa

Date:

Place: **Abu Dhabi (G.Sunitha)**