



Midhun K Suresh

Accounts Executive/ Admin/ Logistics Supervisor

I am a dedicated professional with over five years of experience in supporting complex financial operations, administrative functions, and customer relations, with a strong focus on the accounts and logistics sectors. My background encompasses a robust proficiency in financial reporting and the strategic implementation of process improvements that drive organizational efficiency. I possess in-depth expertise in utilizing ERP systems like Tally and Peachtree to streamline accounting processes and deliver accurate, timely financial data, crucial for both accounts and logistics management. Additionally, I bring a keen eye for detail in financial record keeping and inventory management, all of which have significantly contributed to achieving business goals in both the accounts and logistics fields. My educational foundation includes a Bachelor of Commerce from the University of Calicut, further solidifying my financial acumen.

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Dubai, United Arab Emirates

SKILLS

- Administrative Supervision
- Logistics Operations
- Client Relations
- Financial Record Keeping
- Financial Reporting
- Detail-Oriented
- Bookkeeping
- Cost Control
- Petty Cash Handling
- Payroll Management
- Data Entry Accuracy
- Basic Financial Analysis
- Accounts Payables/ Receivables
- Accounts Reconciliation
- Customer Service
- Multitasking
- Team Leadership
- Inventory Management
- Time Management
- Vendor Management
- Workflow Management

WORK EXPERIENCE

Supervisor cum Admin

Day To Day General Trading LLC

01/2023 - Present

Dubai, UAE

Achievements/Tasks

- Assisted in preparing financial reports, providing essential data to management on a regular basis.
- Streamlined petty cash management processes, ensuring seamless tracking and timely reconciliation of funds.
- Led daily supervision of cashier operations, enforcing strict adherence to company policies and efficiency standards.
- Cultivated strong customer relationships, addressing and resolving inquiries with a focus on customer satisfaction.
- Coordinated administrative operations, optimizing office processes to enhance overall organizational productivity.
- Devised and implemented strategies to improve operational efficiency, significantly reducing resource wastage.
- Conducted periodic inventory audits, ensuring stock accuracy and preventing discrepancies in financial records.
- Maintained high standards in financial and administrative processes by ensuring accurate record-keeping practices.

Branch Manager

Spandana Spoorthy Finance Ltd

03/2019 - 12/2022

Kerala, India

Achievements/Tasks

- Led branch operations, ensuring smooth execution of daily tasks while meeting financial and operational goals.
- Monitored daily financial transactions to ensure branch operations ran smoothly and efficiently.
- Directed the administration of accounts receivables and payables, ensuring timely and accurate financial reporting.
- Oversaw verification processes, ensuring accuracy and reliability in all financial records maintained.
- Developed and implemented branch strategies that enhanced operational efficiency and increased client satisfaction.
- Trained and led a team of professionals, ensuring continuous development and alignment with organizational goals.
- Assisted in reviewing financial data to support and enhance overall financial performance of the branch.
- Facilitated strong client relationships, resolving issues and inquiries to maintain high levels of customer service.
- Coordinated with regional management to align branch goals with broader organizational strategies.

WORK EXPERIENCE

Credit Assistant

Spandana Spoorthy Finance Ltd

10/2017 - 03/2019

Kerala, India

Achievements/Tasks

- Assisted in the assessment of credit applications, ensuring thorough analysis and adherence to company policies.
- Managed client accounts, monitoring loan disbursements, repayments, and overall account performance.
- Collaborated with the branch manager to optimize credit processes, enhancing efficiency and accuracy.
- Supported credit decisions by compiling necessary financial information for senior staff review and approval.
- Collected and organized required documentation from clients to process their credit applications efficiently.
- Assisted in the preparation of credit proposals, presenting findings to the branch manager for approval.
- Supported the resolution of client issues, maintaining high levels of customer satisfaction and retention.
- Maintained detailed and accurate records of all credit activities for auditing and compliance purposes.

Sales Executive

United Info Tech

04/2015 - 09/2017

Kerala, India

Achievements/Tasks

- Executed daily sales operations, consistently achieving and exceeding targets in a competitive market environment.
- Developed and maintained a robust client portfolio, fostering long-term relationships to drive repeat business.
- Conducted market research to identify new opportunities, contributing to the company's growth strategies.
- Collaborated with the sales team to develop and implement effective sales plans and promotional activities.
- Managed client communications, addressing inquiries and resolving issues to enhance customer satisfaction.
- Prepared detailed sales reports, providing insights and recommendations to improve overall sales performance.
- Negotiated contracts with clients, securing favorable terms that aligned with company objectives.
- Engaged in cross-selling initiatives, increasing the average transaction value and expanding the product offering.
- Ensured accurate documentation of sales activities, maintaining records in accordance with company policies.

EDUCATION

Bachelor of Commerce (2017)

University of Calicut, India

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook)

Tally ERP

Peachtree

Windows XP, 7, 8, 10

PERSONAL DETAILS

Date of Birth 25/11/1994

Gender Male

Nationality Indian

Marital Status Single

Visa Status Employment Visa

LANGUAGES

English



Malayalam



Hindi



REFERENCES

Available upon request.