**SujithChandran**



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EliteBuilding, Room G01

Deira, Dubai,

United Arab Emirates.

**Seeking suitable position in Accounts field**

**Profile Summary**

An astute professional with 6 years of experience in Investment Banking Operations in RBS Business Services Private Ltd (A wholly owned subsidiary of RBS) and 1 year experience as an accountant.

Proven experience in handling reconciliation processes, accounting and leading teams towards successful process operations Demonstrated ability in ensuring adherence to quality, service level agreements and compliance parameters

Adept in developing and ensuring client satisfaction by maintaining excellent Turnaround Time (TAT) for delivery & service quality norms

Ability to thrive in a cross-functional environment while juggling multiple responsibilities. Skilled in Project management: ability to priorities / manage own workload.

Exceptional communicator with strong analytical and team management skills, seeking challenging career in accounts field with an organization of repute

 **ACADEMIC PROFILE**

**MBA (Finance) - Master in Business Administration (2005-2007)**

SreeSaraswathyThyagaraja College.

Palani road, Thippampetti.

Pollachi.(BharathiarUniversity)

Aggregate (61%)

**B.Com - Bachelor in Commerce (2001-2004)**

St: Stephens College Uzhavoor.

(MG University)

Aggregate (55%)

 **PROFESSIONAL EXPERIENCE**

1. **Star Exporters – Kottayam, India**

Designation : Accountant

Duration : From May 2004 to April 2005

1. **RBS Business Services Pvt Ltd, Chennai, India**

Designation : Senior Reconciliation Analyst

Duration : From 14 March 2007 to 01 Sept 2013

1. **Delta Offshore International FZE– Dubai, UAE**

Designation : Accountant

Duration : From October 2013 to December 2013

 **FUNCTIONAL RESPONSIBILITIES**

**AS an Accountant**

Accounts receivables and accounts payable preparing in a system on a daily basis. Maintaining Cash Books And Bank Books

Maintaining ledger accounts of Debtors and Creditors Updating Purchase Register and Sales Register

Reconciling Bank Statement and Customer’s Ledger accounts Assisting Senior Accountant in making the sales tax returns. Provide Manager Assistance.

Computerized accounting in Tally

To reconcile the payment against the invoice amount.

To inform the management about the negative bank balance and post dated cheque.

**AS a Reconciliation Analyst**

To ensure all reconciliations processes are done for the day and the pending issues are properly carried forward with adequate escalation, follow-up and completed subsequently as per timelines

Perform Nostro, Suspense and all control activities with due diligence. To report the daily breaks to the responsible department.

Generate reports for senior management that summarize and illustrate underlying data/trends. Produce the consolidated report to the Head of GOI, India Operations.

Establish open discussion and make regular follow-ups for end-to-end requirement for each customer.

Collect Generate, Reconcile and Deliver Management Information Report for all off shore and on shore customers. Analyze and report Overdraft balances on Nostro Accounts

Conduct Monthly audits with the internal units on the outstanding entries for the earliest settlement and submit the reports to the higher management

Ensure adherence of “Are you in control” controls in place with the process and team

Maintain MIS of the team’s daily volume and productivity to measure and facilitate the performance improvement

 **PROJECTS**

Assisted for retail business separation with Abu Dhabi Commercial Bank and Royal bank of Dubai held in October 2010 Successful in migrating the reconciliation process for RBS Dubai and RBS Zurich.

A study in the financial performance of The Kerala Ceramics Ltd, Kollam, Kerala ( Academic Project)

 **PROFESSIONAL ACHIEVEMENTS**

* Received ACES Galaxy Award for Best Performance and Consistency in handling Queries.
* Appreciation mails received from different centers for good process and performance.
* Received RBS Bronze award for successfully completed RBS Dubai with Abu Dhabi Commercial Bank retail business separation.
* Received many work out awards for the participation of many process improvement.

 Won the “RISING STAR OF THE MONTH”, “ACE OF THE MONTH” and “The Best Performer award” in RBS Business Service Private Ltd

* Awarded Spot ovations for the excellent performance and process improvements done

 **FUNCTIONAL PROFICIENCY**

* Intelimatch, Intelitracs, Intelistore (Reconciliation applications)
* Tally ERP 9, MS – Office, Bank reconciliation, Accounts Receivable, Accounts Payable

 **AREA OF SPECIALIZATION / INTEREST**

Area of Specializations : Marketing and Finance

Interest : Banking, services, Insurance, Accounting.

 **STRENGTHS**

Punctuality, Willingness to learn new things, Committed to responsibilities.

 **LANGUAGE KNOWN**

English, Malayalam and Tamil

 PERSONAL PROFILES

Name : SUJITH CHANDRAN

Father’s Name : Chandran Nair

Sex : Male

Marital status : Single

Date of birth : 29/03/1984 (30 yearsold)

Passport No. : G8987627

Date of Issue : 18/06/2008

Place of issue : Cochin

Total Experience : 7 years

Preferred Location : UAE

Last Employer : Delta Offshore International, Dubai

Current Location : Dubai

Last Designation : Accountant

Visa Status : On UAE visit visa

CONCLUSION Good communication and interpersonal skills with balanced

temperament. Ability to coordinate and lead team &

projects.

I hope my resume will merit your attention and would be

benefited by your esteemed organization.

Place: Dubai Your’s Faithfully

Date : SujithChandran