

**SURYA**

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Today’s economy demands excellence in the areas of financial management and Information systems. Accounting and finance professionals must have a unique blend of experience and leadership along with the ability to contribute

**Profile** to the enterprise’s profitability. They must not only monitor daily activities but also posses the vision to plan and implement strategic initiatives for the future

Possess the vision to plan and implement strategic initiatives for the future

well being of the company.

**Experience 14 Years in Dubai + 18 Years in India (32 Years)**

08.05.2016 **THE PRINCETON REVIEW – FRANCHISE COMPANY**

27.10.2017 **M/S. EMIRATES SCORE PLUS CENTRE, DUBAI,UAE**

**FINANCE CONTROLLER**

In charge of Accounts Department with 3 assistants and directly reporting to the

Chairman Controlled 9 branches (Dubai HO, Knowledge Village, Sharjah, Ras Al Khaima, Al Ain, Abu Dhabi, Qatar, Kuwait & Bahrain) across entire GCC countries.  Maintained Inter-company Ledgers. Preparing the Royalty Calculation on monthly basis, Quarterly and yearly to The Princeton Review and Inlingua. Maintenance of petty cash and Bank Book, Ledger Books. Purchases, preparation of Bank Reconciliation Statement, preparing Balance Sheet, Maintaining books of accounts in ERP Software. Preparation of monthly salary statement (WPS), Maintained individual client details, Follow up with customers for payments. Preparing monthly Trial balance, Sundry Debtors due list and Sundry Creditors payment data. Also assisting HR & Admin Activities.

**REASON FOR LEAVING: MANAGEMENT CHANGED**

01.07.2014 - **M/s. VALORE GENERAL TRADING LLC, DUBAI, UA.E.**

07.05.2016 (Retail seller of Home Furniture under the brand name **“HOME OUTFITTERS”)**

**ACCOUNTS MANAGER**

In charge of Accounts Department and directly reporting to Managing Director. Maintenance of petty cash and Bank Book, Ledger Books. Purchases, preparation of Bank Reconciliation Statement, preparing Balance Sheet, Maintaining books of accounts in Tally 9.2 version. Preparation of monthly salary statement (WPS)

**REASON FOR LEAVING : COULD NOT SELL THE FURNITURE AND SHOP WAS CLOSED**

# 29.09.2013 – M/s. ASNANI STEEL INDUSTRIES LLC. / LOYAL BUILDING 31.05.2014 MATERIALS CO., DUBAI, UA.E. (ASSIGNEMENT JOB)

# 01.04.2007 – M/s. DYNAMO ELECTROMECHANICAL LLC, DUBAI, UA.E.

# 30.06.2013 ACCOUNTS MANAGER

In charge of Accounts Department and directly reporting to Managing Director / CEO. Maintenance of petty cash and Bank Book, Ledger Books. Purchases, preparation of Bank Reconciliation Statement, preparing Balance Sheet, Maintaining books of accounts in E-promis accounting package. Preparation of monthly salary statement (WPS), Maintained individual Projects details, Follow up with customers for payments. Preparing monthly Trial balance, Sundry Debtors dues list and Sundry Creditors payment data. Also negotiated with bank for Fund raising and LC documentation.

**REASON FOR LEAVING : NO PORJECTS AND THE PENDING RECEIPTS FROM CLIENTS (DEBTORS) AND DELAY IN SALARY**

# 01.04.2006 – M/s. EMPIRE INTERNATIONAL FZCO, DAFZA, DUBAI, U.A.E.

# 31.03.2007 ACCOUNTS MANAGER

In charge of Accounts Department and directly reporting to Managing Director. Maintenance of petty cash & Bank Book, Ledger Books. Purchases, preparation of Bank Reconciliation Statement, preparing Balance Sheet, Maintaining books of accounts in Tally 9.2 Version., preparation of monthly salary statement. Maintaining individual Projects details, Follow up with customers for payments. Preparing monthly Trial balance, Sundry Debtors dues list and Sundry Creditors payment data.

**REASON LEAVING : BETTER PROSPECT**

23.06.2004 – **M/s. HEADLINE ENGINEERING L.L.C., DUBAI, U.A.E.**

31.03.2006 **ACCOUNTS MANAGER**

Complete in charge of accounts section - Maintenance of Cash, petty cash

And Bank Book, Ledger Books. Purchases, preparation of Bank reconciliation Statement, preparing Balance Sheet, Maintaining books of accounts in Tally 6.3 Version., Maintaining Stocks Register, Maintaining Labour Wages and their related expenses. Maintaining individual Projects details, Follow up with customers for payments. Preparing monthly Trial balance, sundry Debtors dues list and Sundry Creditors payment details. having experience in Secretarial job like Drafting Letters, Self Correspondence and attending Phone calls interacting with customers.

**REASON FOR LEAVING : COMPANY WAS SOLD**

24.04.2003 – **M/S .SELGUK B.M.T. DUBAI, UAE.**

10.06.2004 **ACCOUNTANT**

Maintenance of Cash, petty cash and Bank Book, Ledger Books.

Purchases, preparation of Bank reconciliation Statement, Preparation of

Balance Sheet, Maintaining books of accounts in Tally 6.3 Version., Maintaining Stocks Register, Maintaining Labor Wages and their related expenses. Maintaining individual Projects details, Follow up with customers for payments. Preparing monthly Trial balance, sundry Debtors dues list and

Sundry Creditors payment details. Apart from Accounts works, having experience in Secretarial job like Drafting Letters, Self-Correspondence with customers & other related official work. Attending Phone calls interacting with customers.

**REASON FOR LEAVING : BETTER PROSPECT**

# 18.09.1985 – M/S. i2i ENTERPRISE LIMITED, M/s. FERRARI VIDEO,

# 31.03.2003 M/S. HAVEN FOUNDATIONS PVT. LTD.,

# M/S. ESWARI FINANCE & INVESTMENTS, CHENNAI, INDIA

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As an Accountant maintained petty cash and Bank Book, Ledger Books. Preparation of Balance Sheet, Bank Reconciliation Statement, Entering all Data’s in to TALLY (Accounting Software, Version 4.6, 5.4) Preparing Trial Balance Every Month, Inter-unit Reconciliation. Obtained a very good Experience and Exposure in Preparing MIS (Management Information System). Also having experience as Stores in Charge in which performing duties like maintaining books of accounts related to Stock Ledger, GRN, STN and submitting the reports like stock Status, Stock Movements on weekly and monthly basis. Maintaining of Staff Leave Card, Preparation of salary for Part Timers and full timers, filling of ESI forms, and also the following Registers: Form F - Register of Employment, Form M - Salary Register, Form D - Equal Remuneration Register, Form N - Service Register, Form VI - National & Festival Holidays Register, FormC Register of Fines and unpaid Accumulation, Form B- Register of Wages.

# Education Master Degree in Commerce. (M.Com.)

Osmania University, Hyderabad, India.

**Personal Details**

**Date of Birth 06.02.1965**

**Nationality Indian**