

CURRICULUM VITAE

**SURENDRAN**

**SURENDRAN.372333@2freemail.com**

**Professional Summary**

**24 years U.A.E. experience in financial accounting, reporting, banking, management, internal and external auditing procedures etc. Supervisory, organizational and computer skill. Knowledge of concepts and strategies to yield best possible financial outcome in all areas. Trustworthy focused on honoring company ethics and preserving confidentiality.**

**PROFESSIONAL EXPERIENCE**

**April 1999 to June 2017**

**Employer : M/S. ABENSAL LLC, Dubai, U.A.E**

**Designers & suppliers of light fixtures, Fire alarm, Security communication, MATV, SMATV, CCTV, Access Control Systems, Video intercom, sound paging, master clock system, Kitchen equipments, UPS and hospital engineering systems.**

**Position : Accounting Manager**

**Reporting to : Managing Director**

#### Job Responsibility

* **Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.**
* **Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.**
* **Provide timely explanations of variances between actual results and forecasts/budgets; provide corrective action recommendations to management, where necessary.**
* **Oversee the General Accounting processes of Inter-company, Fixed assets and Accounting and financial reporting of all entities.**
* **Implement Firm’s Accounting Policies and interpret guidance in regards to accounting transactions.**
* **Responsible for all accounting activities compliance with statuary requirements of all countries where firm has offices.**
* **Ensure completion and review of all balance sheet reconciliations and identify and communicate findings.**
* **Handling effectively banking operations.**
* **Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.**

**May 1993 to March 1999**

**Employer : M/s. Neel Kamal Group of Cos.**

 **Dubai, U.A.E**

**The group engaged in diversified activities which includes import, export & whole sale of gold, textiles, food stuff, electronics – manufacture of garments, audio cassettes production, recording & sales – clearing & forwarding, investments etc. .**

**Position : Senior Accountant**

**Reporting to : Group Finance controller**

#### Job Responsibility

* **Working as Senior Accountant, independently handing all aspects of books of accounts related to the company up to preparing Trial Balance, Profit & Loss Accounts and Balance Sheet in a computerized environment.**
* **Preparing of Bank Reconciliation Statement of the company.**
* **Preparing Budget and variance reports**
* **Control and follow up of suppliers and customers account**
* **Liaison with banks and insurance companies.**
* **Preparing Fund flow and Cash flow statements.**
* **Control of Letter of Credit and Trust Receipts of the Company with Bank**
* **Processing employee’s monthly salary**
* **Preparing Management Reports and reporting to top management.**
* **Provide timely and up to date information for Auditing**

**April 1991 to March 1993**

**Employer : Kerala Govt. Revenue Dept.**

**Position : Accountant**

**July 1990 to March 1991**

**Employer : Board of Higher Secondary, Govt. of Kerala**

**Position : Guest Lecturer in commerce**

**December 1988 to June 1990**

**Employer : Pioneer College, Pathanamthitta, Kerala.**

**Position : Lecturer in commerce**

**June 1982 to May 1986**

**Employer : M/s. Sakri Electrical Pvt. Ltd, Kerala.**

**(Manufacturers and distributors of electrical & electronic wiring accessories & tools.)**

 **Position : Accountant**

####  Reporting to : Finance Manager

#### Job Responsibility

**Keeping all set of books of accounts – bank reconciliation – management of receivables & payables – internal audit – preparing Trial Balance – Profit & Loss a/c & Balance Sheet etc.**

**September 1981 to May 1982**

**Practical training from M/s. P.T. Thomas & Co., a firm of Chartered Accountants, Kerala**

**Education**

 **Master of Commerce (M.Com) – University of Kanpur - Financial Accountancy**

 **Master of Commerce (M.Com) – University of Kerala - Taxation Law & Accounts**

 **Bachelor of Commerce (B.Com) – University of Kerala**

 **Diploma in Computer Science - Supertech Institute of Computers**

**Personal Information**

**Visa Status : Visit Visa**

**Nationality : Indian**

**Date of Birth : 15-04-1960**

**Sex : Male**

**Marital Status : Married**

**Driving License : LMV( valid in UAE & INDIA)**

**Activities of interest : Sports, Reading, Listening Music etc.**