**CURICULAM VITAE**

**Suresh**

[**Suresh.375405@2freemail.com**](mailto:Suresh.375405@2freemail.com)

* **Career Objective:**

**To work in a challenging environment by seeking a position as a ACCOUNTANT & Administration Coordinator in a reputed organization that rewards loyalty, hard work, dependability, positive results in the team environment which could augment and improve my skills and technical knowledge and an opportunity to upgrade my efficiency and skills**

* **Key Skills:**

**Excellent Knowledge in Project Accounts & Contracting Accounts**

**Mortgaging Loans Process to Customers**

**Supervisions of entire Accounting Areas**

**Order Process, Forwarding & Clearing**

* **Academic Credentials:**

**Bachelor of Commerce (Computer Applications) from Sri Venkateswara University (2004)**

* **Computer Proficiency:**

**Office Tools : MS-Excel, MS-Word**

**Accounting Packages : Tally 9.1, VISUAL ACE GOLD (EBM Enterprises), Quick books**

**Professional Experience**

* **SENIOR ACCOUNTANT IN CAPSIAN BUILDING CONTRACTING LLC OCT-2016 TO PRESENT**
* **ACCOUNTANT IN EH SRI ENERGY LLC, DIP-2, DUBAI,JAN-2016 TO OCT-2016**
* **ACCOUNTANT IN REJEE JEWELLEY LLC , Dubai, 2013 TO DEC-2015**
* **ACCOUNTS&ADMIN ASISTENT IN PACE BUILDERS PVT LTD,FROM 2009 TO 2103**
* **AUDITOR ASISTENT IN GNANM&CO CHARTED ACCOUNTS, INDIA,FROM 2005 TO2009**
* **Responsibilities Include:**

**Periodical Reporting on Accounts Receivables,(A/R)**

**Accounts payables (A/P).**

**Monthly Accounts closing Balance and Profit& loss A/C Preparation.**

**Monthly Bank Reconciliation’ Preparation.**

**Keeping track of money transactions and preparing Bank Reconciliation for bank accounts.**

**Processing employee Salary &visa processing, reimbursement Settlement.**

**Supplier bills processing and settlement**

**Daily Sales &purchasing Invoices checking**

**Purchasing on consignment goods from supplier’s**

**Monthly settlement to supplier’s on consignment sales goods without fail**

**Daily cash&Bank Detailschecking with all branches**

**Preparation of Audit Program and Allocation of work to sub-ordinates**

**Preparation of Statement of Taxable Income and Tax thereon**

**Maintenance of Service Tax Records,**

* **Accounts payables responsibilities:**
* **To check all invoices with their proper purchase request/purchase order, to verify detail of quantity and unit cost, and if any credit notes, and to ensure salaries are paid correctly and in time, and responsible for all other related jobs.  
  MAIN RESPONSABILITIES:  
  • To control and distribute the daily revenue of the company.  
  • Scope and general purpose of the job is to ensure validity and accuracy of all invoices, their appropriate allocation and timely payments.  
  • To obtain, all invoices through store or mail supported with authorized Purchase Order/Purchase Request and signed by Receiving Department, Head of Department and legitimate purchases.  
  • To compare and verify details of quantities, unit costs, etc., with purchase orders or purchase requests forms with invoices. To spot-check periodically internal purchase orders for Food and Beverage items against their appropriate market lists.  
  • To audit price and quantity variances as per daily Receiving Variance Report.  
  • To process daily invoices, that is, to match them to their supporting authorizations and receiving records.  
  • To check accuracy of account allocations.  
  • To batch invoices, to post them and to distribute them to Heads of Department for their approval (received through mail).  
  • To determine all payments due and to submit the disbursement schedule to the Director of Finance / Chief Accountant for approval prior to the actual preparation of cheques.  
  • Reconcile vendor statements on a monthly basis and handle vendor and internal inquiries.  
  • To separate invoices by Creditor wise as per due list.  
  • To answer Creditors queries relating to invoice**
* **Additional Responsibilities:**

**Admin Coordination &Public Relation Officer (PRO):**

* **Collect and provide periodical updates from the government authorities on all Labour and immigration rules to keep the HR department abreast of the changes in the rules and procedures.**
* **Submit, follow-up and collect all new employment and business visas to ensure that the visas are processed on a timely manner to support the business.**
* **Renew, update and maintain all employees and their dependents’ visas, labour cards, and labour contracts in a timely manner to ensure that company’s records are up-to-date in the labour and Immigration Departments.**
* **Provide service, support and assistance to new and existing employees on their requirements such are driving license, car registrations, accommodation and legal requirements to ensure that PR services are provided as required.**
* **Renew, update and maintain the trade licenses and other government certificates of all company’s legal entities in the UAE to ensure that the documents are up-to-date.**
* **Renew and maintain all company’s leases in the UAE before its expiry, which includes offices, company apartments.**
* **Obtain visas from other Embassies in UAE for staff members for their business travel**
* **Arrange processing attestation of employee qualifications as required**
* **Compiles and maintains records systematically of personnel details, such as passport, visa expiry and participate in resolving labor relations issues.**
* **Maintaining and arranging company accommodation for employees and guests**
* **Processing of utility bills payment (Etisalat, DU, DEWA) for Executive Management, staff accommodation, office buildings.**
* **Submit detailed reports related to visa expenses to the finance department.**
* **Submit required documentation to the banks and process bank transactions as advised by the Finance Manager.**
* **Schedule staff’s visa, medical, coordinating with other internal and external departments.**
* **Accompany the employee as they exit the country.**
* **Assist in all general inquiries concerning labour and immigration matters**
* **Personal Capabilities:**

**Work independently or with others as a teamS**

**Adapt to new working environment**

**Show a positive and professional attitude**

**Personal Profile:**

**Date of Birth / Age : 20th April, 1985**

**Nationality / Religion : Indian / Hindu**

**Marital Status : Married**

**Languages Known : English, Hindi, Telugu , - (R/W), Tamil, Kannada (S).**

**Visa Status : Visit Visa**

**Driving License :UAE**