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**SURESH**

**Email Id :** **suresh.379920@2freemail.com**

Availability : Immediate

CAREER OBJECTIVE

To become part of a dynamic, growth-oriented organization where performances is rewarded and have exposure to a competitive environment and challenging responsibilities.

**PositionDesired:**Purchasing Officer/Admin Executive/ Accounting Assistant /Sales& Marketing Executive / Store In charge.

WORK EXPERIENCE

* **Purchasing cum Admin Assistant in Electrolux Maintenance & Commercial Services LLC (since September 2013 to April 2017– Abu Dhabi, U.A.E.)**

**Responsibilities:**

* Preparing Purchase Orders.
* Coordinating with the various departments relating to invoice & payments.
* Maintaining the inventory for materials & uniform in the store.
* Preparing the Monthly Timesheets.
* Maintaining records and follow-up files of purchases, shipments and any related matters.
* Receiving & Sending Material Quotations.
* Arranging uniforms for staff as and when required.
* Visiting the stores as required.
* Ordering Machineries & Spare Parts.
* Purchasing of Stationaries.
* Sending & Receiving Mails.
* Dealing with the Suppliers.
* Follow up on orders to ensure that materials are shipped & delivered on scheduled dates.
* Inspect the quality and quantity of the products received to ensure adherence to specifications.
* Maintain files including its descriptions of the available supplies.
* Selecting vendors and placing orders.
* Responsible for maintaining the records of office inventory.
* Distributing the stationery supplies as per requirement and updates its inventory.
* Checking the availability of stationery and other requirements and place an order.
* Maintaining the records of vital documents.
* Responsible for checking the cleanliness of office.
* Responsible for checking the office assets and ensure that all are in good condition.
* Responsible for handling the petty cash and keeping the record of expenses.
* **Accountant in Virtue Agencies from September 2011- July 2012 - Hyderabad, India**

**Responsibilities:**

* Reviewing work performance of subordinates and taking appropriate action as required.
* Ensuring that all fund statements like private payments and private insurance are billed on a monthly basis.
* Handling the responsibility of reviewing and analyzing general ledger accounts for interim and year-end closings
* Assisting Accounts Receivable Staff and Accounts Payable Supervisor as and when required.
* Responsible for planning and coordinating with the concerned department for education and training programs for Accounts Staff.
* Identifying potential issues in the MIS portion of Accounts Receivable.
* Handling the tasks of reviewing and approving payment coding and monthly invoices.
* Preparing Sales & Purchase Vouchers.
* Preparing Sales& Purchase Orders.
* Preparing Payments& Receipt vouchers.
* Preparing Credit & Debit notes.
* Preparing Daily Accounts.
* Preparing costs centers if needed by the Organization.
* Maintaining Security settings.
* Maintaining Data backup and restoring for the safety of Organization.
* Maintaining good relationship with Customers.
* Maintaining Cash& Bank books.

ACADEMIC PROFILE

* 2013 - M.B.A-Finance & Marketing-from Osmania University, Hyderabad, A.P, India
* 2011 -B.Com (Bachelor of Commerce) – Kakatiya University, A.P, India
* 2008 -Intermediate from Board of Intermediate Education, A.P, India
* 2006 - School of Secondary Education from S.S.C Education Board, A.P, India

TECHNICAL PROFICIENCY

Operating Systems : MS-Windows 2007 and Ms-Dos

Database : MS-Office

Accounting Packages : Tally ERP 9.0, Focus

STRENGHTS

Positive attitude and good in communication skills. Ability to handle critical situations and adapt to any environment.

PERSONAL DETAILS

Date of Birth : 01-10-1989

Gender : Male

Marital Status : Married

Nationality : Indian

Languages : English, Hindi & Telugu