**CURRICULUM VITAE**



**Address in U.A.E.**

**SURESH**

Sharjah – U.A.E.

**Email :** **suresh-394371@2freemail.com**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OBJECTIVE:**

With my knowledge and experience, I am looking forward for an interesting and challenging career in your Organization that is presently available under your kind control and management. As a team, I assure that I can contribute all my efforts positively to achieve goals and can give a hand for the growth of your prestigious venture.

**PROFESSIONAL EXPERIENCE**

**Organization : in (Sharjah, U.A.E.)**

**Report to** **: Owner**

**Position** **: Accountant (Accounts & Finance) / February, 2018 to August, 2019**

**Job Responsibility:**

* Preparation of Financial Report (Balance Sheet, Income statement and other required reports) submit to Manager (Owner) Month End/ Year End.
* Daily Entries checking & verifying of Sales, Purchase, Payments, Receipts, Cash and other related works with ERP SYSTEM (Tally 9).
* Weekly/ Daily basis preparation of Debtors & Creditors Ageing report and circulated to Manager.
* Monthly reconciliation of all subs - ledgers including Debtors & Creditors sub – ledgers and timely clearance of all reconciling ledgers.
* Maintain Monthly Bank Statement reconciliation, provisions, accruals & prepayments.
* Approving all type of Financial Transactions and Keeping all books of accounts & transactions.
* Maintaining Fixed Assets Ledgers and Preparation of Depreciation chart based on utilization basis.
* Assist in completing external audit requirements on timely basis.
* Preparation of Vat return, checking & filling with Auditors for carrying monthly visit.
* Handling Petty Cash & Monitoring of Cash Expenses.
* Preparation of weekly Export shipment, Control & Monitoring of shipment procedure with shipping line and other related departments & preparation of Export Documentation.

**Organization : (Bhilwara, Rajasthan-INDIA)**

**Report to** **: Owner**

**Position** **: Accountant (Accounts & Finance) / March, 2013 to February, 2018**

**Job Responsibility:**

* Updating of daily routine work as Bank balance, Dispatched sheet of various type of coal, provide quotation of Coal and Transportation by e-mail etc.
* Handling of day to day complete accounting entries in “Transport” & “Tally ERP 9” package.
* Checking and keeping track of timely payment of monthly TDS-TCS, Advance Tax etc
* Forwarding accounts information to the other departments as required by them for statutory compliance.
* Intercompany reconciliation and coordination with auditors & preparation of scrutiny cases.
* Banks Accounts Reconciliation & Reconciliation all money transactions.
* Fix Assets schedule and calculate of monthly/ annually depreciation & posting to system.
* Monitoring & preparation of daily Bank position and Recording all kinds of accounting entries.
* Preparation of Accounts Up to Finalization.
* Preparing General Ledger, Trail Balance, Profit & Loss Account and Balance Sheet.
* Preparing Income Tax return of individual, HUF as per IT Act, 1961.
* Preparing quarterly Vat return, proper checking & filling and preparing GST returns & forward to consultant & coordinate with them.

**Organization Report to Position**

**: (Mumbai, Maharastra -INDIA)**

**: Senior Accountant**

**: Account Assistant / April 2011 to April 2012**

**Job Responsibility:**

* Handled the complete accounting cycle, including opening, posting entries and closing of accounts and preparation of various accounting reports.
* Preparation of Daily Reports, Voucher entries and handling of petty cash book & review of monthly accounts, Bank Reconciliation and trail balance, Profit and Loss and Balance Sheet.
* Maintaining of day to day banking functions, including Bank Reconciliation Statement, Cash Disbursement EPC, PCFC etc.

Worked at **D.P. DAGA & CO. (Chartered Accountants), Bhilwara, Rajasthan**

* TDS and Advance Tax calculation, controlling TDS deduction and return filling & Coordinating with Auditors for carrying out Audit & Vat return filling quarterly, monthly by filling 231 form and for refund 501form etc.
* Scrutiny and analyzing of G/L accounts and passing necessary rectification entries in the system or getting details from states by continuous follow ups with accountants in states.
* Looking after Export Import documentation and maintenance of export import records as per requisite format.

**EDUCATION QUALIFICATION**

Bachelor of Commerce - M.D.S. University, Ajmer (Rajasthan), INDIA

Company Secretary Executive Prog. (CS Inter) – Institute of Company Secretary of India (ICSI)

Chartered Accountant PCC (CA Inter-1st Group) – Institute of Chartered Accountant of India (ICAI)

**SKILLS**

Knowledge of Basic Computer - MS office, Tally ERP 9.

Competent of working in various tax software (Computax, KDK etc. ). Completed 100 hours “Information Technology Training” conducted by ICAI. **TRAINING PROFILE:**

**(INDIA)** as an senior article for the period of 3.5 years

**Work Experience in Training Period:**

**Internal Audit:-** Conducted Store Audit of Janki Corp Ltd**.** at Bhilwara.

**Tax Audit:-**Conducted Tax Audits of companies, partnership firms, proprietorship concerns and trusts &associations like- Sudhir Synthetics Pvt. Ltd., Monalisa Synthetics Pvt. Ltd., Oswal Dyechem Pvt. Ltd. Shivam Collection, Aditya Syntex etc.

**Income Tax:-**Computation of Total income, Deduction and Calculation of TDS Amount, Calculation andApplicability of Advance Tax, Preparation of income tax returns and filling of ITR’s through KDK & other Software’s.

**Accounts:-** Data Entries Finalization through Tally ERP 9 of various concerns, preparation of BalanceSheet and P&L A/c, Preparation of Bank Reconciliation, Cash Flow and Fund Flow Statements.

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 27th December, 1984 |
| Passport No | : | Expiry: 13th November, 2027 |
| Nationality | : | India |
| Gender | : | Male |
| Marital Status | : | Married |
| Languages | : | Hindi, English |
| Visa Status | : | Visit Visa Valid till December 25th 2019. |
| Available Date | : | Immediate joining |
| **STRENGTH:** |  |  |
|  |  |  |  |

I am a self motivated person, with an ability to work individually, with an extensive communication skill, work under pressure and a confident person.

**(SURESH)**