



 **SUHAIL**

 **Dubai, UAE**

 **+971 583023971, 503875217**

 [suhailerumapetty@gmail.com](mailto:suhailerumapetty@gmail.com)

## EDUCATION

### **Master of Commerce (Computer Application)**

Annamalai University

Tamil Nadu, India

Pursuing

### **Bachelor of Commerce (Computer Application)**

Bharathiar University

Tamil Nadu, India

Graduated  
May 2019

## TRAINING & CERTIFICATIONS

- Professional Diploma in Computerized Financial Accounting (**PDCFA**)
- Diploma in Indian and Foreign Financial Accounting (**DIFFA**)
- Diploma in Desktop Publishing (**DTP**)

## Accountant / Administrator

### PROFILE • ABOUT ME

Proactive and enthusiastic **Accountant cum Office Administrator** with an **experience of 6+ Years** in the **Educational Service Industry**. Adept at Managing **Office Operations**, and **Accounts** in a fast paced deadline driven environment. **Performed Financial Accounting, Financial Auditing, Office Administration, HR Assistance.**

Skilled at developing and maintaining detailed **administrative** and **procedural** process that reduce redundancy improve accuracy and achieve organizational objectives. Highly efficient in effectively maintaining **accounting** and **financial information** for a large scale organization.

### AREAS OF EXPERTISE

- Financial Accounting
- Cash Management
- Monthly/Year End Closing
- Statement Review & Bank Reconciliation
- Tax & Payroll Accounting
- Data Entry & Data Management
- Reporting & Documentation
- Ledger Reconciliation
- Accounts Receivable & Payable
- Operations Management
- Calendar Management
- Cross-functional Team Collaboration

### WORK EXPERIENCE

#### **ACCOUNTANT & ADMINISTRATOR**

#### **MOOLOOR CENTRAL SCHOOL (CBSE)**

Kerala, India

Sep 2016

- Feb 2022

- Plan, organize, and execute financial tasks and projects of the organization
- Make estimates of funds required for the short and long-term financial objectives of the organization
- Complete financial reports, lead the month-end closing process and conduct monthly financial forecast.
- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos and presentations.
- Maintaining Petty Cash and tallying the same on day basis
- Maintaining and updating Cash Registers and Bank Transactions.
- Reconciliation of bank statements.
- Handling Accounts Payable and Accounts Receivable.
- Tracking payments made in advance and outstanding payments.
- Preparation of Payroll of staff and payments of the same.
- Coordinate and oversee all office activities

## COMPUTER PROFICIENCY

Tally

Peachtree

QuickBooks

MS Office

Basic Computer Operations

## SKILLS

- Good Communicator
- Good Clerical Knowledge
- Good Financial Knowledge
- Excellent Typing Skills
- Time Management
- Planning & Organizing
- Attention to Detail
- Pleasing Client Service
- Critical & Creative Thinking
- Adaptability & Multi Tasking

## VISA STATUS

Valid UAE Visit Visa.

Visa Validity: 04/06/2022

## PERSONAL INFORMATION

**Birthday**

18/09/1997

**Gender**

Male

**Marital Status**

Single

**Nationality**

Indian

**Passport**

P9115927

- Communicate with parents, regulatory bodies and general public
- Overseeing the maintenance of office facilities, and equipment.

## DATA ENTRY OPERATOR

Aug 2020

### GOVERNMENT TALUK HOSPITAL (COVID BRIGADE)

- Oct 2021

Kerala, India

**During the Covid 19 Pandemic, worked on contract basis under Government of Kerala. The School was running in Online Mode at the same time**

- Covid Brigade which is a group of Health Care Workers and Volunteers to be trained for intensifying the fight against the Covid-19.
- Entering data into a health information system is a core function of the job
- Collecting data from various units and departments, maintaining electronic hospital records, running reports, filing paperwork, and operating office equipment.
- Addresses and makes necessary corrections to files as needed
- Scans documents into databases
- Checks documents for accuracy

## LANGUAGES

English

Hindi

Tamil

Malayalam

## PERSONAL INTERESTS

- Travel
- Sports
- Social Media
- Music

## VACCINATION STATUS

**Fully Vaccinated (2 Doses) and a Precaution Dose**

**Vaccinated from: India**