

Contact Details

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Personal Information

Date of Birth : 13 April 1980
Place of Birth : Dubai, UAE
Citizenship : Indian
Visa Status : Employment
Gender : Male
Marital Status : Single

Objective

To obtain a challenging position in an eminent and progressive organization which provides opportunities for growth and skill enhancement and where I would be able to utilize my professional expertise to the maximum, learn and contribute effectively to the firm. I see myself contributing immensely towards the growth of the organization and also to reach high on my own career path simultaneously.

Employment History

ARAMEX EMIRATES LLC

Feb. 2006 – Mar.2020

Aramex is a well-known courier company which provides services in domestic and international courier, logistics and various other services.

TEAM LEADER - ACCOUNTING

Promoted from Senior Accountant to Accounting Team leader in April 2011.
Responsibilities handled :

- Passing correct / rectifying receipt entry by issuing debit notes / credit notes.
- Passing necessary reference settlement entries.
- Passing petty cash entry on daily basis.
- Reconciling suspense accounts on monthly basis and following up of pending entries.
- Passing necessary entries for reconciliation with other stations.
- Updating Cash Flow Statement
- Asset Management
- Payables
- Invoicing & Reconciling Custom Duty Accounts
- Bank Reconciliations

- Commercial Job Invoicing

SENIOR ACCOUNTANT

Promoted from Junior to Senior Accountant in April 2008. Responsibilities handled :

- Entering day-to-day transactions
- Invoicing of Domestic shipments
- Preparing a report of pending domestic and international shipments and following up with the couriers / sending for deductions.
- Passing correct / rectifying receipt entry by issuing debit notes / credit notes.
- Following up of cash accounts of the receivables
- Passing necessary reference settlement entries.
- Maintaining a list of miscellaneous / unidentified receipts and then passing them in the correct accounts
- Preparing the cash in transit reconciliation report and passing required journal entry.

PIVA REAL ESTATE & RENTING SERVICES LLC

Oct. 2002 – Oct. 2005

ACCOUNTS ASSISTANT

Responsibilities handled :

- Preparing daily bank position statement.
- Preparing Bank reconciliation statements.
- Processing employee's Salary / Gratuity / Leave airfares.
- Handling petty cash vouchers.
- Presenting collection reports.
- Posting Receipt Voucher Entries.
- Handling data entry / filing of documents and records.
- Monitoring outstanding payments.
- Monitoring Payable & Receivable review and Finalize Monthly collection reports.
- Maintaining Books of Accounts, such as Debtors, Creditors, Payroll, PDC Entry.
- Preparing statements for audit.
- Passing on the monthly journal voucher entries / adjustment entries.
- Preparing assets list & accumulated depreciation statement.

JOHN HOLT FOODS

Apr. 2000 – Jan. 2001

ACCOUNTS ASSISTANT

Responsibilities handled :

- Preparing Sales Invoices.
- Preparing cash flow statements.
- Handling petty cash vouchers.
- Costing the goods.
- Handling data entry operations / filing of documents and records.
- Monitoring outstanding payments, Sales & Expenses.

- Independent handling of all Stock Inventory and Costing and pricing of imported goods.
- Assess collection credibility of Customers / Dealers.
- Monitoring Payable & Receivable review and finalizing monthly collection reports.
- Following up of Debtors / Creditors and reconciling their Accounts.
- Preparing the Bank Reconciliation statements.
- Maintaining Books of Accounts, such as Debtors, Creditors, Payroll, PDC Entry.

Academic Qualification

Bachelors in Business Administration Degree – Jan. 2001 – Mar. 2004 Champlain College (ECMIT), Dubai

Achieved BBA Degree with a GPA of 2.65 (out of 4) with the majors being in Finance.

Senior Secondary examination – Apr. 1985 – Mar. 1999 The Indian High School, Dubai

Passed the CBSE 12th standard examinations with 60% marks with major subjects being: - Business Studies, Accountancy, Mathematics, Economics and Literature

Computer / Other Skills

Having a practical knowledge in the following computer systems: -

- Knowledge of Auditing
- Budgeting
- Cost Accounting
- MS Windows
- MS Office
 - MS Word
 - MS Excel
 - MS Powerpoint
- TALLY Accounting package
- Peachtree Accounting
- Sage Accpac
- SAP ERP

Personal Etiquette

- Self – motivated and self – initiative.
- Very efficient and a fast learner
- Good communication skills and excellent with people
- Ambitious, sincere and responsible