



# Anu Suresh

Accountant

## PROFILE

An experienced Accountant with advanced Excel skills and have knowledge in tax regulations of FTA UAE. Competent in accounting, payroll and operational experience in softwares such as SAP, Tally ERP 9 and other customized accounting packages. (Total 7 years of Experience).

## CAREER HIGHLIGHTS

### Out of the Box LLC Dubai, UAE

Accountant (December 2019 – Present)

- Managing project related cash and petty cash transactions
- Preparation of LPO, Quotation, DO and Sales Invoice.
- Reconciliation of bank accounts, creditors and debtors ledgers.
- Follow up on payment collections and allocation of payments.
- Handling of accounts receivables and payables.
- Assisting in finalization of accounts.
- Assisting in VAT submission and payments.
- Calculation of monthly provisions and accounting.
- Preparation and processing of payroll.
- Process claims according to eligibility and company policies.
- Maintaining the records of overtime, leave encashment and annual leave pay.
- Maintaining the records of employees and new hiring.
- Coordination with PRO for new visa application, renewals and cancellations.
- Accounting System: Tally ERP9, MS Excel & Word

### Rainbow Hospitality Services LLC Dubai, UAE

Assistant Accountant – (May 2018 – Nov 2019)

- Managing petty cash transactions
- Preparation of LPO, Menu Quotation and sale invoice.
- Follow up on debtors, collect and allocate payments.
- Perform accounts reconciliation.
- Handling of accounts receivables and payables.
- Assisting in finalization of accounts.
- Preparation and processing of payroll.
- Maintaining the records of overtime, leave balances and annual leave pay.
- Coordination with PRO for new visa application, renewals and cancellations.
- Handling employees' health insurance and medical claim issues.
- Platform : Tally , Cloudoux , Word, Excel

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📍 Bur Dubai, Dubai UAE.

## EDUCATION

### MBA (FINANCE & MARKETING)

2011-2014

### B.COM

2007-2010

## SKILLS

- Knowledge in SAP, TALLY
- MS Office, Peachtree
- Accounting & Book Keeping
- Data Management
- Quick Learning
- Problem solving & Trouble shooting
- Teambuilding & Staff Supervision.
- Fully committed
- Liaison with third parties service providers

## PERSONAL DATA

- Date of birth - 30th October 1989
- Nationality - Indian
- Passport No - T8896470
- Marital status - Married
- Visa Status - Employment (Transferable visa)
- Linguistic skills -English, Hindi, Tamil & Malayalam

## REFERENCES AVAILABLE ON REQUEST-

### ARS Enterprises (Distributors of FMCG Products Kerala -India)

#### Accountant (Sep 2017- April 2018)

- Handled invoice processing of finished goods.
- Managed cash department.
- Preparation of PO, Sale Invoices and Delivery Challans.
- Reconciliation of banks, vendors and customers.
- Accounts payable follow up and Receivables Clearing.

### Conduent Business Services India Pvt. Ltd. (Kerala, India)

#### Senior Associate

##### (June 2015- Aug 2017)

- Handled invoice processing of indirect material and service material
- Assisting internal audit team and working as per SOX Audit guidelines.
- Preparation of timely reports by the client and handling queries.
- Make outbound calls and verify the details as per the requirement.
- Clearing document by using appropriate T-Codes.
- Always achieved SLA goals with high individual productivity and Quality
- Achieved the targets.
- Maintaining 100% accuracy on process and business related matters.
- Providing training to the team members about the process.
- Hands on work experience in advanced SAP Platform.
- Platform: SAP (Version-R /3, ECC 6.0) M.S Excel, Word & Power point.

### Lazza Ice Creams Pvt. Ltd, (Kannur, India)

#### Assistant Accountant

##### (Jan 2014- April 2015)

- Managed the Cash Department.
- Preparation of Purchase order, Credit note & Debit note.
- Preparation of Sales Invoice, Delivery Challans & Cash Vouchers.
- Clearing vendors and customers in FX Pro.
- Generating way bills online and manually.
- Prepare Accounts receivable and payable statement.
- Any additional task given by the financial officer related to accounts department.