

**SUNEESH .C**  
**ACCOUNTS EXECUTIVE**



**CONTACT — RESUME OBJECTIVE**

**Email:** [suneeshc2787@gmail.com](mailto:suneeshc2787@gmail.com)

**Phone:** +971526354298

**Address:** Dubai, UAE

Accounts Executive with M.com, 5.7 years related work experience  
.Seeking employment as an Accounts Executive in a reputed organization.

**SNAPSHOT — EXPERIENCE**

Tally ERP 9

Accounts Receivable Management

Inventory Management

Asset tracking and reconciliation

Handling Accounts Payable

Experience in Ledger reconciliation

Transaction Processing

Experience in Bank Reconciliation

Mobile Point of Sales System

Finalization

Knowledge of Goods & Services Tax

Knowledge of TDS

Knowledge of GCC VAT

Familiar with Microsoft Word,

Excel & PowerPoint

Invoicing & Payments

Ability to manage rush at the cash-

counter

**ACCOUNTS ASSISTANT**

***HARMAN MIDDLE EAST (A Wholly-Owned Subsidiary of Samsung Electronics), UAE /Feb2017-Jan2018***

- Handling cash counter in software.
- Handling petty cash & main cash.
- Sales invoice generation, scanning goods & collecting payments from customers, Redeem coupons.
- Posting stock transfer in & out.
- Assisted in counting incoming goods from logistic.
- Checked out an average of 50 customers per shift.
- Keep an account of sales by cash, credit & gift vouchers.
- Preparation of all types of voucher like cash, bank, journal, sales, etc.
- Preparation of monthly ledger reconciliation, Preparation of daily report in excel.
- Count the cash in the drawer at end of the day ensuring cash equal receipts, Responsible to maintain branch stock.
- Sales invoice generation for van salesmen, Collecting cheque & cash from van salesmen, Coordinating & Supporting the sales team by managing the schedule.
- Filing important documents and communicating relevant information.
- All other duties & responsibilities that may be assigned by superiors from time to time. Submission of report to chief accountant.

**ACCOUNTS EXECUTIVE**

***POPULAR VEHICLES AND SERVICES, REGIONAL OFFICE (MARUTISUZUKI AUTHORISED DELAER), KERALA /APRIL2013 – DECEMBER 2016***

- Received purchase bills from Store & check MRN of purchase bills & enter purchase bills, Data entry of all Journal vouchers, debit note preparation for material rejection, credit note, Stock Transfer In & out, cash vouchers & bank vouchers.
- Preparation of bank deposits, RTGS & NEFT, day to day bank transaction, payable cheques and vouchers.

## EDUCATION —●

**Bachelor of Commerce**

*Calicut University*

**Master of Commerce**

*Calicut University*

## IT SKILLS —●

Tally ERP 9

Microsoft Excel

Microsoft Word

Microsoft Outlook

Microsoft PowerPoint

Citrix Receiver (ORION) ERP

PVS HRMS Solutions Developed-  
by IHITS Software

## CERTIFICATION —●

Tally ERP 9

Microsoft Office

Accountant

QuickBooks

International Business-  
Accounting & Taxation-  
(ISO9001-2015 Certified)

## PERSONAL DETAILS —●

Nationality: Indian

Linguistic Abilities: English &  
Malayalam

Expected employment status:  
Full Time

- Cheque & voucher printing, & monitoring for deposit cheques with bank.
- Reconciliation of creditors & Inter branch also prepare all bank reconciliation statement.
- Debtors follow-up.
- Submission of outstanding list of debtors and age wise debtors to the management on monthly basis,
- Preparation of Quarterly TDS return, issue TDS certificates, E – Payment of TDS.
- Preparing details for filing VAT return, Service Tax and Closing reports & VAT report to Head office.
- Record Keeping, handle daily cash & maintain cash book, keeping record of the company asset.
- Handling accounts payable responsibilities (recording, checking payments)
- All other duties and responsibilities that may be assigned by superiors from time to time.

## ACCOUNTS ASSISTANT (WAREHOUSE)

***JULPHAR EXIM PVT LTD (RAK CERAMICS AUTHORIZED DEALER), KERALA /JUNE2012-MARCH-2013***

- Responsible to maintain the stock of the Warehouse.
- Verification of Stock inward & outward, branch transfer of stock.
- Physical stock and ledger stock should always match.
- Delivery of the material to a company is made only against form8.
- Each receipt and delivery of material are to be posted in the ledger.
- Making Insurance Claim of damaged goods while transit from purchase, Stock reconciliation with branch accounts.
- Reconciliation with head office warehouse with respect to stock inward and outward.
- Submission of report to branch manager.

I hereby declare that above-mentioned information is correct to the best of my knowledge and belief.

**SUNEESH. C**