



DHANYA R SURENDRAN

ACCOUNTANT

OBJECTIVE

To become a part of the organization where I can apply my Knowledge enhances my skill and be able to contribute growth and success of the organization

Visa Status: Spouse visa
Immediate Joining.

EXPERIENCE

ACCOUNTANT

DG DOCK FZE- SHARJAH SEPTEMBER- 2021.

Supported all areas of financial recording and responsibility along With the financial team.

- Reconcile accounts payable and receivable.
- Manage all accounting transactions.
- Completing analysis of the employee expenditures
- Entering financial information.
- Preparing SOA and sending to clients.
- Bank reconciliation.
- Payments follow up.
- Issuing Credit notes and Debit note to clients.
- Claim checking.
- Verification Of invoices, bills.
- Processing business expenses
- Preparing a weekly Claim Statement.
- Keeping track of the organization cash flow.
- Distribution Of cash advance to Employee.
- Checking online bank statements.
- Verifying bank deposits.
- Assist with act as the primary point of contact for auditor requests
- Responsible for accounts receivable and payables.
- Sorting financial documents and posting them to the proper accounts.



drs Surendran379@gmail.com



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SKILLS

Excellent communication skills and ability to present complex information in an Easy-to-understand format

Knowledge of working on Tally, Oracle, QuickBooks,

ASSISTANT ACCOUNTANT

TRUMAX Group–DUBAI February 2021–July 2021 (Contract Basis)
Supported all areas of financial recording and responsibility along with the financial team

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Entering financial information into appropriate software programs.
- Claim checking.
- Verification Of invoices, bills From Camp and Client.
- Preparing a weekly Claim Statement.
- Cash Distribution.
- Handling petty Cash.
- LPO
- Distribution Of Cash advance to Employee.
- Sorting financial documents and posting them to the proper accounts.
- Processing business expenses.
- Verifying balances in account books and rectifying discrepancies.
- Verifying bank deposits.
- Resolve customer complaints via phone, email

Junior Accountant

A K LAND GENERAL TRADING TRANSPORT LLC DUBAI

DEC 2017 – To DEC 2020

Created financial reports and supported all areas of financial recording and responsibility along with the financial team.

- Checking bills and invoices.
- Preparing and distributing correspondence memos.
- Preparing pending Reports.
- Preparing PI.
- Cash Distribution
- Preparing Sales order
- Preparing PO
- Preparing Daily Sales Reports.
- Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.

- Maintain office supplies by checking inventory and order items
- Preparing daily dispatch reports and sending them to client.
- Responsible for Sales Entry Billing
- Responsible for Purchase Entry Billing
- Provide information regarding product/service in an engaging manner

ASSISTANT ACCOUNTANT

ALLANASONS PVT LIMITED

MUMBAI INDIA FROM JANUARY 2014 – To OCTOBER 2017

- Prepared Blanket sales agreement
- Preparation of daily production, pending and dispatch reports
- Keeping track of the organization cash flow
- Communication with clients and suppliers .
- Checking bills and invoices.
- Preparing BSA (Blanket Sales Agreement).
- Preparing PI.
- Preparing Sales order in Oracle System.
- RMA (Return Material Authorization): –
- Sending Business confirmation
- Animal Fat bookings.
- Preparing Daily Production Reports.
- Preparing pending Reports.
- Viewing online bank statement
- Preparing daily dispatch reports and sending to clients.
- Tax calculation

D.O.B-01.10.1991

Education

BACHELOR'S DEGREE IN COMMERCE FROM MG UNIVERSITY

HIGHER SECONDARY IN COMMERCE FROM KERALA STATE BOARD

LANGUAGES

English – Fluent

Hindi – Fluent

Malayalam – Fluent

Tamil – Fluent



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