

SRUTHI.M.B

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+971526413592



Post applied for: ACCOUNTANT

**Career Profile:**

An accomplished and talented accounting professional with more than 13 years of experience in managing accounting and accounts payable. Seeking a position to utilize my skills and experience in the mentioned field.

**Professional strengths:**

- Ability to supervise teams, improve workflow, accuracy and efficiency
- In-depth knowledge of financial reporting, data review, preparing reports
- Familiar with vendor relations, implementation of technologies and program management
- Ability to establish good relationship with Client
- Possess excellent verbal and written communication skills
- Excellent organizational and interpersonal skills
- In-depth knowledge of accounting programs like SAP 4.7 and Tally
- Ability to work with little supervision

**Professional Experience:**

**Seafarer Clinic from January 2022 to till date**

**Working as an Accountant in Seafarer Clinic in Khalid Port , Sharjah.**

- Invoice preparation
- Payment Follow up
- Cash flow management
- Bank Reconciliation
- Payroll
- Dealing with day-to-day expenses
- Monthly closing
- Filling Tax Return
- Familiar with ZOH Books

**Exl Services from Dec 2005 - Aug 2014 & Apr 2016 -Mar 2019**

**Worked as an Team Leader in EXL services multinational company in Info Park at cochinKerala state**

- Leading a four member team of separate business unit
- Interacting with clients

- Monitor performance and processes of team regarding productivity and accuracy
- Accounts Payable processing
- Exception routing to client
- Analysis of payables and resolution of exceptions
- Invoice query processing
- Daily production Reporting
- Review invoices with compliance and business rules
- Enter Purchase Order invoices, Account codes invoices(tax invoices, utilities) and credit memos into the system
- Ensure adherence to internal approval process
- Bank reconciliations and variance analysis
- Prepare Monthly Reports
- Interact with other business functions in supporting the development implementation of process improvements

- **Worked as an Audit Clerk in an Account Firm in Ernakulam,Kerala (May 2004-May 2005)**

#### Accountant

- Responsible for handling activities in accounts payable and receivable
- Handled the tasks of generating financial reports
- Responsible for timely payments of dealer invoices,
- Sent and processed credit memos and purchase orders
- Assisted in maintenance and completion of general ledgers
- Handled the tasks of negotiating due accounts
- Handled the tasks of providing administrative support through drafting official correspondence of the company, filing, typing, and data entry
- Final accounts preparation of various projects

#### **Educational Summary:**

- Bachelor of Commerce, Mahatma Gandhi University

#### **Computer Skills:**

MS office 2000 : Word, Excel, Power point, Outlook

Accounting package : Tally, SAP 4.7, JDE ,Quick Books

#### **Personal Profile**

Date of Birth : 6th August 1984  
 Gender : Female  
 Nationality : Indian  
 Languages Known : English, Malayalam and Hindi  
 Marriage Status : Married  
 Spouse Name : Brojent.P (worked in DEWA DUBAI)  
 Family Status : Husband Visa

**Declaration**

I declare that all the information given above is true to the best of my knowledge. I will be faithful and will loyally carryout the duties assign to me.

DATE :

Yours faithfully

PLACE :

**SRUTHI.M.B**