

SUMESH A K

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Objectives

Seeking a position to utilize my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

Working as an “Accountant” and “Administrator” in M/s. PEB International FZE, Dubai, U.A.E since Feb 2016 to Present.

PEB international is a Trading Company, established in 2011, deals with LED Lights in both industrial and commercial sectors. PEB International is the authorized dealer of Carmanah Solar Street Lights in U.A.E (Canadian Brand). PEB has a good hierarchy of well reputable clients all over U.A.E

Experience as an Accountant in PEB International FZE

- Maintenance and handling of Petty Cash Register, Bank Receipts and Payments.
- Reconciliation and verification of books and accounts.
- Documents preparation of L/C.
- Physical verification and evaluation of inventory.
- Re-order/re-purchase management.
- VAT files preparation and return filing to FTA.
- Monthly Financial report submission to Management.

Experience as an Administrator in PEB International FZE

- Data Processing – Input and updating of different records based upon the business and department requirements.
- File Maintenance – Maintain general office files including but not limited to accounting, contract files and general items.
- Clerical Works – In charge of Office equipment supplies including and keeping inventory of office supplies and ensuring that the office machines are kept in order.

Worked as an “Accountant” in M/s. Stepping Stone Accounting Consultancy (SSAC), Thrissur, Kerala, India, From Aug 2013 to July 2014.

M/s. SSAC is an Audit Firm having Head Office at Thrissur, Kerala, India. Attained ample experience in the various Accounting activities from Vouchering to Finalization of Accounts of Trading, Manufacturing and Service Organizations.

Worked as an “Accountant” in BRD Finance Limited, Kerala, India from Apr 2011 to Oct 2012.

BRD Finance and BRD Securities Limited is a Non Banking Financial Company registered with Reserve Bank of India, having registered office at Kunnamkulam, Kerala, India.

Experience as an Accountant in BRD Finance Limited

- Maintaining all kinds of Books, Ledgers and statements.
- Control over daily accounts closing and reconciliation.
- Monthly Management accounts preparation for Board of Directors.
- Entire accounting activities.

Educational Qualifications

- MBA in Finance & Marketing from EPCHE, Bangalore, Karnataka, India (2008-2010).
- B. Com from Calicut University (2004-2007).
- HSE in Commerce with Computer Application (2002-2004).
- SSLC Examination (2002).

Computer Knowledge

- P G Diploma in Business Accounting & Management (PGDBAM) from IPA Kerala (2014).
- Specialized in SAP - Business One Global Certificate Holder (2014)
- Specialized in Ms Office - Microsoft Excel Global Certificate Holder (2014).
- Knowledge in Tally ERP 9.0 & Peachtree Accounting Software.
- Knowledge in computer fundamentals, Windows XP, Windows 7.

Language Competency

- Fluent in English and Malayalam.
- Beginner in Hindi and Tamil.

Abilities and Area of Strength

- Ability to work efficiently and effectively in a confidential work environment.
- Ability to rapidly acquire knowledge and train, review the works of others.
- Experience in office management.
- Creative thinking and innovations.

Personal Details

- Nationality : Indian
- Date of Birth : 04-02-1987
- Marital Status : Married
- Passport : S3875199, Issued from: Dubai, DOI: 15/03/2018, DOE: 14/03/2028
- U.A.E Driving License No.: 3728059 (LMV), Issue date: 10/08/2017, Expiry date: 10/08/2019

I hereby declare that the details furnished above are true and correct in best of my knowledge and belief.

Dubai, U.A.E

Date:

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