



# Seethal Surendran

Sharjah, UAE

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**in** Seethal Surendran

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## Objective

Dynamic and experienced accounting professional with 2 years' working experience. Seeking an opportunity to contribute practiced knowledge of accounting principles within an organization that values efficiency and allows for further career advancement.

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## Experience

- **Wincoast Finance & investments Thrissur, Kerala, India** 2022 - 2023  
Office assistant
  - Managing calendars, scheduling meetings, and organizing file
  - Handling phone calls, emails, and inquiries, and relaying messages
  - Sorting and sending mail, keeping an inventory of supplies, and ordering new materials
  - Greeting visitors to the office
  - Providing general information to staff, clients, or the public
  - Typing, formatting, or editing routine memos or other reports
  - Managing records
- **Thrilok chander & co chartered accountant, Thrissur, Kerala, India** 2021 - 2022  
Trainee accountant
  - Prepare accounting records under the guidance and supervision of accounting supervisors.
  - Attend weekly meetings to shadow accountants and learn valuable insights.
  - Copy, scan, and file documents electronically and via physical copies.
  - Learn computer technology for document record keeping.
  - Understand compliance with tax requirements.
  - Proficiency in using accounting software and Tally, MS Office, and Excel.

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## Education

- **Calicut University**  
Master of commerce in finance (complete)
- **Calicut University**  
Bachelor degree in finance

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## Skills

- Time management
- Communication skills
- Financial reporting
- Knowledge of Microsoft Excel and other microsoft office applications.
- Knowledge in Tally ERP.
- Customer Service and Client Relations.

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## Languages

- English
- Malayalam
- Hindi

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## Personal Details

- Passport : C7978924

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## Certificates

- Professional diploma in business accounting
- Tally ERP