



# SOURABH SURESH

With 3 and half years of experience in account management, I bring a wealth of knowledge and expertise to the table. Throughout my career, I have consistently demonstrated a strong aptitude for building and nurturing client relationships, driving revenue growth, and implementing strategic initiatives to achieve organizational objectives. I am highly skilled in managing accounts of varying complexity and I'm committed to delivering results while exceeding client expectations.

## Contact

Mobile: +971 56 386 6483  
Email: sourabhsuresh27@gmail.com

## Education

MBA [HRM] – 2018 – 2019  
(Annamalai University)  
  
B.COM [CORPORATION] – 2013 – 2016  
(Kerala University)

## Skills

- Tally ERP 9 Accounting (IGNET)
- M.S Office, Word, Excel, Power Point
- Purchase and Invoicing
- Financial statement expertise
- Month-end process
- ATX total accounting office proficiency
- Accountings operations professional
- Budget analysis
- Project budgeting
- Administrative support

## Languages

- English
- Hindi
- Tamil
- Malayalam

## Work History

**Junior Accountant cum Admin**      2022 - 2024  
BioDrops, Kannur

- Generate purchase orders accurately and efficiently, ensuring timely procurement of required materials.
- Maintain a comprehensive daybook to record all financial transaction and activities, ensuring accuracy and completeness of entries.
- Collect payment from customers for order placed, adhering to established payment procedures and ensuring accuracy in financial transactions
- Oversee the purchase process, including sourcing suppliers, negotiating contracts, and placing orders for goods and services needed by the organization.

**Sales Representative**                      2019 - 2020  
Versalife Trading LLP (Jockey distributors), Kannur

- Manage and reconcile monthly ledgers, ensuring accurate records of all sales and payment activities.
- Collect payments from customers and ensure that all transactions are documented and processed correctly.
- Drive revenue by identifying customer needs, offering tailored solutions, and closing sales effectively.
- Build and maintain strong relationships with customers, ensuring satisfaction and loyalty through regular follow-ups and personalized service.

## Personal Information

DOB: 05/08/1995                      Civil status: Single  
Gender: Male                              Visa status: Visit visa  
Nationality: Indian                      Date of expiry: 03/11/24

## Declaration

I certify that the above are true and correct to the best my knowledge and ability. If given a chance to serve you. I will execute my duties for the total satisfaction of my superiors.

**SOURABH SURESH**