



ANEESH S U

Senior Accounts executive

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SUMMARY

Looking forward to an exclusive opportunity in a challenging environment, which will help me to grow stronger and healthier in my career life. I am a Post Graduate in M.Com and i have over **7** years of experience in diversified fields of Accounting-Finalization, Auditing, Taxes, Bookkeeping, Payable and receivables with leading company in UAE. Now looking for a suitable position with a company that offers genuine opportunity for progression and where I can make a significant contribution.

SKILLS

- Strong Accounting and Auditing Knowledge.
- Finalization of Accounts.
- Advanced Knowledge in MS office-Excel.
- Work Experience in Tally, MS Dynamics, I Trade ERP.
- Strong Financial & analytical skill.
- Tax knowledge.
- Communication Skill.
- Quick learning.

WORK EXPERIENCE 1

SHAKLAN GROUP

Dubai,UAE

Accounts Executive.

May 2016 – Present

Shaklan is a Supermarket chain. It consists of twenty Five Branches. It has Supermarket, Hypermarket, Shopping Mall and Dept. stores. Also Shaklan Group includes various subsidiary companies like Restaurants, Repacking and Distributions.

For the last 7 years ,I have been working as an Senior Accounts Executive in the Accounts Department of its Corporate Office. My responsibilities include:

- Finalization of Accounts.
- Manage all accounting transactions.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank Transfer.
- Compute taxes and prepare tax returns.
- Reporting the top level management on the company's financial health and liquidity.
- Audit financial transactions and documents.
- Reinforce financial data confidentiality and conduct database backups when necessary.

- Comply with financial policies and regulations
 - Provide assistance in payroll.
 - Daily bank and credit card reconciliation.
 - Maintains accounts and finance related documents.
 - Review and verify the store wise cash petty payments reports prepared by Branch Accountant on daily basis.
 - Checking store wise daily cash collection / Credit Card reconciliation and make necessary entries for this.
 - Preparing and evaluating monthly reports such as expenses, incomes, sales, and purchases and presented to the top-level management.
 - Assisting the external Auditors.
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WORK EXPERIENCE 2

NASSCO TRADING INDIA PVT. LTD.

Kerala,India

Accounts Executive.

From 2013 to 2016

Nassco is a Tiles and Sanitary trading company based in India. NASSCO Group Manufacturing, imports and distributes tiles throughout in India.

From 2013 to 2016 I worked as an Accounts Executive in its head office.

Job Responsibilities:-

- VAT/TD/INCOME TAX FILING.
 - Bank/credit card Reconciliation.
 - Preparing accounts payable report and making payments.
 - Preparing payroll sheet.
 - Assist in audit works.
 - Finalization of Accounts.
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EDUCATION

Master of Commerce (M.COM), 2016

Madurai Kamraj University , India

Bachelors of Commerce (B.COM),2013

University of Kerala, India

CERTIFICATIONS

- NCVT certified in Computer Operator and Programming Assistant.
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LANGUAGES

- English
- Hindi
- Malayalam