

SURYAPRABHA V S

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Al Nahda, Dubai, UAE

[in http://www.linkedin.com/in/suryaprabha-v-s-765b24220](http://www.linkedin.com/in/suryaprabha-v-s-765b24220)



TECHNICAL SKILLS

SOFTWARE

- Tally
- Acumen
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

NON- TECHNICAL SKILLS

- Accounting
- Communication
- Finance
- Office Administration
- Time Management
- Organization Skills
- Marketing and Sales
- Team Management
- Leadership
- CRM (Customer Relationship Management)
- Analysis & Problem Solving

PERSONAL DETAILS

Date of Birth : 09/10/1998

Age : 24 yrs

Marital Status : Single

Nationality : Indian

Father Name : Sabu V V

CAREER OBJECTIVE

To pursue a career in an organization that provides me widest scope for my skills and have an environment to work with latest, emerging and innovative ideas.

WORK EXPERIENCE

Rani Group of Companies, Kottayam, Kerala, India

(August 2021 – May 2023)

Designation: Accounts Officer

Job Role:

- In charge of routine accounting system and office administration.
- Examining bank statements and reconciling them with general ledger entries, writing day book (Manual) by using Tally.
- General ledger accounting, AR/AP management.
- Responsible for account receivables and follow-up on payment.
- Handling customer inquiries regarding billing issues.
- Perform daily cash management duties, including the recording of bank deposits, updating and distribution of cash receipts logs, and posting of cash to the account receivable sub ledger.
- Enter sales orders and follow up on status to ensure timely supply.
- Check daily sales stocks and sales returns.
- Ensure timely collection of payments and conduct credit checks.
- Keeping daily attendance register.
- Tracking overdue invoices and following up on them.

EDUCATION

VISA STATUS

VISIT VISA VALID UP TO
08/08/2023

PASSPORT DETAILS

Passport No : T9602646
Date of Expiry: 16/10/2029

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

PERMANENT ADDRESS

Vadakkeanpathil
Villoonni P O, Arpookara,
Kottayam, Kerala, India

- **MASTER OF BUSINESS ADMINISTRATION (2021)**
Specialization - Finance, HR
From School of Management and Business Studies, Mahatma Gandhi University, Kerala, India
- **BACHELOR OF BUSINESS ADMINISTRATION (2019)**
From SN College, Mahatma Gandhi University, Kerala, India
- **HIGHER SECONDARY EDUCATION (2016)**
Completed higher secondary education from State Board of Kerala, India.

CERTIFICATIONS

- Tally Certification
- Certificate in Computerised Accounting
- Certificate in British Council Aptis Test
- NSS Certificate for Special Camping Programme

REFERENCE

- **Mr. Anilkumar**
Marketing Manager, Rani Group of Companies
Kottayam, Kerala, India
Mob: 7356567111
- **Prof. Dr. E Sulaiman**
Professor, SMBS, MG University, India
Mob: 9446173667

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.

SURYAPRABHA V S