

# HIMA SURENDRAN

## PROFESSIONAL SUMMARY

Accomplished Accountant with experience in financial reporting and budgeting. Highly organized and detail-oriented professional with a proven record of producing accurate financial documents and reports. Excels in working with a variety of stakeholders in a fast-paced environment.

## EXPERIENCE

### Accountant

January 2021 - December 2021 | PK Auto consultant, Kerala, India

- Preparing accounts and tax returns.
- Compiling and presenting reports, budgets.  
Business plans, commentaries and financial statements.
- Analyzing business plans.
- Providing tax planning services based on current legislation.
- Financial forecasting and risk analysis.
- Dealing with insolvency situations.
- Negotiating the terms of business deals with clients.

## EDUCATION

### Master of commerce.

January 2024

Bharathiyar University, Coimbathur, Tamil Nadu, India

### Bachelor of commerce.

April 2019

University of Calicut, Kerala, India

### Board of higher secondary Examination in Commerce

March 2016

GOHSS Pattambi, Palakkad. Kerala, India

### Secondary school leaving certificates (SSLC)

March 2014

GHSS Pattambi, Palakkad, Kerala, India



## CONTACT



+971 54 368 2864



himasurendhran273@gmail.com



Dubai, United Arab Emirates.

## KNOWLEDGE & SKILLS

- MS Office Suite
- Tally ERP 9
- QuickBooks
- Peachtree
- Financial Planning
- Financial Statements
- Accounts Payable and Receivable
- Account Reconciliation Processes
- Financial Management
- Customer Relations
- Administrative Support
- Audit Financial Records

## CERTIFICATIONS

- Certificate in Computerized accounting for international management system (CAIMS) under Board of ICS-INDIA group of institutions.
- Completed additional skill acquisition program (ASAP) for CERTIFIED BANKING AND FINANCE PROFESSIONAL offered by Edubridge learning Private LTD under Government of Kerala, India.

## REFERENCES

### **Sreekumar Sundaran — Dubai Duty Free**

Dedicated Merchandiser (Retails)

(056) 436-6323

skspvpz@gmail.com

## PROFILE

Date of birth : 03-10-1999  
Sex : Female  
Address : #427, Saleh Bin Hamadi, Abu Shagara, Sharjah  
Marital Status : Married  
Nationality : Indian  
Visa Status : Spouse visa (05-04-2023 to 04-04-2025)

## DECLARATION

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

**HIMA SURENDRAN**

## LANGUAGES

- **English**  
Fluent
- **Malayalam**  
Fluent
- **Hindi**  
Beginner

## PERSONAL SKILLS

- Enjoy Challenges
- Hard working
- Able to handle Pressure
- Team player
- Good grasping power
- Confident
- Honest and Punctual