

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

Diploma in Taxation VAT- United Arab Emirates.

Skill mount Education Under KHDA

Master of commerce.

January 2024

Bharathiyar University, Coimbathe, 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



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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
- **Tamil**
Beginner
- **Hindi**
Beginner

PERSONAL SKILLS

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