MEENAKSHI SURESH

Junior Accountant

My Contact

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📍 Dubai, UAE

About Me

Possesses a strong academic record, having graduated with honors. Eager to find a challenging role in accounts in an esteemed organisation where I can lend my knowledge and skills for the betterment of both the organisation and myself.

Personal Details

Address: 201 Mathar Rashid Building, Al Karama
Dubai,UAE

Marital Status: Single

Date of Birth: 01/04/1999

Passport No: W8155784

Date of expiry: 18/12/2032

Education Background

Master of Business Administration in Finance and Accounting - 77% (2020-2022)
APJ Abdul Kalam Technological University, Kerala, India

Bachelor of Commerce in Finance and Taxation - 70% (2017-2020)
Mahatma Gandhi University, Kerala, India

Higher Secondary Education - 75% (2015-2017)
Board of Higher Secondary Education, Kerala, India

Secondary Education - 90% (2014-2015)
Central Board of Secondary Education, India

Soft Skills

Observation
Decision making
Communication
Multi-tasking
Coordinating works

Professional Experience

Assistant Accountant

Sandhya Development Society, Idukki, Kerala
(March 2023-August 2023)

- Recording all financial transactions, usually through a double entry bookkeeping system and prepare financial reports.

- Verify the incoming and outgoing payment on E- channel accounts.

- Monitor income and ensure value is promptly transferred to the bank.

Software Proficiency

Tally ERP
Quick Book
Peach Tree
VAT
SAP
MS Excel
MS Office

Languages

English
Malayalam
Hindi
Tamil

Certifications

Tally ERP
Quick Book
Peach Tree
VAT
SAP
Corporate Finance

- Ensure daily reconciliation and posting of all transactions and provide weekly reconciliation and settlement reports.

- Comply with financial policies and regulatories.

- Publish financial statements in time.

- Ensure timely bank statements.

Declaration

I hereby declare that the above written particulars are true and correct to the best of my belief and knowledge.

Meenakshi Suresh
Dubai, UAE