



# MOHAN SUNDARACHARY

FINANCIAL ACCOUNTANT

+971561595292

mohansundarachary@gmail.com

Sharjah - United Arab Emirates, Sharjah,  
31089, United Arab Emirates

## LANGUAGES

English

Hindi

Malayalam

Tamil

## EDUCATION

MCOM - PURSUING

INDIRA GANDHI NATIONAL  
OPEN UNIVERSITY

BCOM - FINANCE AND  
TAXATION

MAHATMA GANDHI  
UNIVERSITY | ERNAKULAM  
2017

## LINKS

LinkedIn:

<https://www.linkedin.com/in/mohan-s-767754237>

## ABOUT ME

Emerging accounting and financial professional ready to develop a career foundation with expanding operations. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, and mathematical acumen, and can make a positive impact on business operations.

## WORK EXPERIENCE

### ☆FINANCIAL ACCOUNTANT

AL MARAJ TECH CONT LLC, AL MARAJ GROUP OF COMPANIES |  
SHARJAH

JUN 2022 - PRESENT

- In-charge of all monthly closing activities (Cash and Bank Reconciliation, Fixed Assets, Prepayments and Provisions, Commissions)
- Prepare, analyze and review of financial statements and reports.
- Leading an outsourced accounting team for day-to-day Bookkeeping.
- Accurate and timely preparation of internal reports in coordination with the other departments.
- Collaborate with various departments to gather financial data and ensure accuracy.
- Preparing monthly reports of total sales, purchases, and expenses.
- Participate in the preparation of annual budgets and long term financial plans.
- Responsible for Bank payments, payroll (including monthly accrual calculations), expense claims and fixed asset management.
- Monitoring and handling of customer aging analysis maintaining accounts payables and receivables for incoming and outgoing payments by each clients separate reports and statement of accounts (SOA).
- Preparation of Bank reconciliation on a daily and monthly basis with 100% accuracy.
- Responsible financial audit and tax processes, coordinating employment related tasks with HR department.
- Preparation of Vat payable, submission of quarterly vat filings, and making Vat payments.
- Filed and prepared governmental reports in compliance with strict standards.
- Well knowledge of WPS (Wage protection system) and preparation of payroll for 300-400 employees.
- Systematically files and issues all hard copies of documents such as Invoices, Purchase orders, Quotations, payment and receipt vouchers, credit memos, Reconciliations, etc...
- Reconcile financial discrepancies by collecting and analyzing account information from banks, Auditors, and CA.
- Reconciled accounts from income and expense data to net worth and assets. Calculated and prepared checks for utilities, taxes, and other payments.
- Liaised with and managed relationships with external auditors to prepare excellent audit reports.
- Ensure compliance with group procedures and local regulations.

## SKILLS

Finalization

Financial Statements And Reporting

General Ledger

Accounts Receivables

Auditing

Information Management

Accounts Payables

Billing

VAT Filing

Bookkeeping

Bank Reconciliations

Journals

## TOOLS AND TECHNOLOGIES

TALLY PRIME AND ERP 9

SAP

QUICKBOOKS

ZOHO BOOKS

MICROSOFT OFFICE -  
EXCEL, WORD ETC...

## PERSONAL DETAILS

Date of birth

21st June 1996

Nationality

Indian

Visa status

Employment visa

Marital status

Single

### ☆ACCOUNTANT

P M STEELS ( MANUFACTURING AND TRADING - IRON AND STEEL  
INDUSTRY | ERNAKULAM

MAY 2019 - MAR 2022

- Worked as an Accountant to manage all accounting transactions through the Tally ERP system
- Provides financial information to management by organizing and analyzing accounting data and preparing reports.
- Substantiates financial transactions by auditing documents.
- Reconciliation and monitoring of accounts receivables and payables.
- Inventory and stock keeping in Tally and in Excel by recording the Manufacturing process as stock journals in Tally.
- Monthly and Annual GST return filing and payments.
- Preparing monthly TDS, Income tax payables, and monthly filings.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Maintained strict confidentiality over employee data in compliance with internal organizational policies.
- Reconciled control accounts monthly, investigated variances, and initiated corrective action.
- Prepared monthly and year-end closing statements, financial documents, and invoices.
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows.
- Assist the CA to prepare annual returns of the firm and individual Income tax returns of the clients with all the details of the financial statements and records.
- Assisted in the completion of audit jobs from the planning stage to finalization.
- Pursued knowledge & experience in the field of Auditing and Accounting principles.

### ☆ACCOUNTANT AND AUDIT ASSISTANT

SHYNU JOHN AND ASSOCIATES ( CHARTERED ACCOUNTANTS |  
ERNAKULAM

MAY 2018 - APR 2019

### ☆ACCOUNTS ASSISTANT

JOSEPH AND ASSOCIATES - BOOKKEEPING AND TAX  
PRACTITIONER | ERNAKULAM

APR 2017 - APR 2018

## CERTIFICATIONS

INTERNATIONAL ACCOUNTING AND SAP, QUICKBOOKS, AND  
ZOHO BOOKS - PURSUING

AVODHA TRAINING INSTITUTE, ERNAKULAM

**SAP - FINANCIAL ESSENTIAL TRAINING**

LINKEDIN LEARNING

MAY 2023 - PRESENT

**APPLIED MANAGERIAL ACCOUNTING**

NATIONAL ASSOCIATION OF STATE BOARDS OF ACCOUNTANCY-  
NASBA

MAY 2023

**LICENSED GST PRACTITIONER**

GOVERNMENT OF INDIA

DEC 2019

**DIPLOMA IN ACCOUNTS EXECUTIVE- RECORDING AND  
REPORTING**

GOVERNMENT OF INDIA

JUN 2018

---

## REFERENCE

UPON REQUEST

---

## DECLARATION

I do hereby declare that all the above-mentioned details are true to the best of my knowledge and belief.

**MOHAN SUNDARACHARY**