


SURAJ H NAIR

ACCOUNTANT

Accomplished accounting professional with a strong history of implementing strategic initiatives to fuel business growth and improve operational efficiency. Proficient in managing client relationships, conducting financial analysis, and collaborating across functions in international settings. Known for a proactive mindset and dedication to achieving high-quality results in dynamic environments. Skilled in managing intricate projects, optimizing resource allocation, and enhancing communication across diverse teams to achieve key organizational goals. Looking to contribute my expertise to a forward-looking company dedicated to innovation and success.



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 Abu Baker Al Siddique, Dubai, UAE

 hnairsuraj@gmail.com

KEY SKILLS

Leadership

Time Management

Adaptability

Communication

Team Management

Critical Thinking

Interpersonal Ability

Detail Oriented

Work Ethic

Problem Solving

PROFESSIONAL EXPERIENCE

ACCOUNTANT

Mulamoottil Constructions | Kerala

July 2018 – November 2024

- Prepared accurate financial statements, including balance sheets, income statements, and cash flow statements that reflect the company's financial position.
- Assisted in the development of budgets and forecasts to guide the company's financial planning and resource allocation.
- Analysed costs associated with drayage operations, including transportation, labor and equipment expenses.
- Managed invoicing, ensuring timely payments from clients, and overseeing payments to suppliers and contractors.
- Ensured compliance with local, state, and federal tax regulations, including preparing and filing tax returns.
- Coordinated and prepared for internal and external audits, ensuring all financial practices are in compliance with regulations.
- Maintained accurate financial records and documentation related to all financial transactions and operations.
- Monitored cash flow to ensure that the company has sufficient funds to meet its obligations.
- Deals with Government Bills and preparing Online Tax Invoices
- Managed account receivable or payable functions like invoicing, payment processing, reconciling accounts, compliance and tax reporting.

ACCOUNT EXECUTIVE

TAXIO | Kerala

June 2015 – January 2018

- Maintained relationships with clients by providing financial advice, addressing inquiries, and ensuring their accounting needs are met.
- Recorded all financial transactions, such as purchases, sales, expenses and payments.
- Evaluated investment opportunities and portfolios, providing insights on potential returns and risks.
- Prepared financial statements, including balance sheets, income statements and cash flow statements.
- Developed financial models to simulate various scenarios, helping management make informed decisions.
- Established and monitored key performance indicators to evaluate financial and operational performance.
- Conducted internal audits to check the accuracy of financial records and internal controls.
- Performed monthly reconciliations of accounts to ensure accuracy and completeness of financial records.
- Provided strategic advice on financial planning, risk management, and operational improvements to enhance overall business performance.

AREA OF EXPERTISE

- Cash Management
- MIS Reporting & Documentation
- Accounts Receivable/ Accounts Payable
- Budgeting & Forecasting
- Market Analysis
- Taxation
- Payroll Services
- Cost Accounting
- Auditing

EDUCATION

Bachelor of Commerce

Mahatma Gandhi University, Kerala

Commerce in Computer Application

Higher Secondary Education, Kerala

COMPUTER PROFICIENCY

- MS Office
- Tally
- Internet & Email

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

PASSPORT DETAILS

Passport No : R1129232
Date of Issue : 05.06.2017
Date of Expiry : 04.06.2027
Place of Issue : Trivandrum

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

SURAJ H NAIR