



**SUVARNA SOOSAN M S**  
**ACCOUNTANT**  
**(AP & AR)**

Contact Details : **+971562894704**

E-mail Address : **suvarnasooosan0610@gmail.com**

Location : **Deira ,Dubai**

Visa Status : **Visiting Visa**

## Career Objective:

A highly skilled and motivated accountant with an MBA in Finance, a Bachelor of Commerce (B. Com) in Computer Applications, and a Diploma in Indian and Foreign Accounting. With three years of experience in financial analysis, budgeting, and GAAP compliance, I am seeking an accountant role in a dynamic financial firm in Dubai. I aim to leverage my expertise to contribute to the organization's financial health and growth, ensuring accurate reporting and strategic financial planning.

## Professional Experience : 1

### Accountant | PWG Group, Dubai, UAE October 2023 – February 2024

- Prepared daily, weekly, and monthly sales and cash reports
- Bank reconciliations
- AP and AR schedules and reconciliations
- General Ledger Reconciliations
- Weekly Balance sheet reconciliation
- Monthly profit and loss account reconciliation and accruals booking Month End Closing works
- Invoice Booking
- Petty Cash reconciliation
- Ensured compliance with UAE VAT, corporate tax regulations, and GAAP standards in all financial reporting and documentation
- Performed financial analysis on company accounts, identifying key trends and insights to inform decision-making.
- Supported financial audits by providing required documentation and GAAP-compliant analysis.

## Professional Experience : 2

### Accountant | Estuary Sarovar Portico Poovar Island Resort, Kerala, India March 2023– September 2023

- Managed the full cycle of accounts payable and receivable, ensuring timely payments and accurate invoicing.
- Conducted detailed reconciliations of credit card transactions, vendor accounts, and guest bills.
- Assisted in the preparation and presentation of monthly financial reports and statements to hotel management and the board.
- Collaborated with the finance team and department heads to ensure compliance with GAAP compliance, Hotel Industry Standards, and internal policies.
- Supported the Implementation of a New Property Management System (PMS), streamlining financial reporting and enhancing data accuracy.
- Conducted Cost Analysis on hotel operations, identifying opportunities for cost savings and achieving a 10% reduction in operating expenses.
- Maintained inventory controls for hotel supplies and assets.
- Prepared and filed tax returns (occupancy, sales, income).
- Coordinated with external auditors during annual audits.
- Managed the hotel's payroll system, ensuring compliance with labor laws.
- Resolved billing disputes and discrepancies to enhance guest satisfaction.

---

## Professional Experience : 3

### INTERNSHIP | FINANCE INTERN

#### LEELA KOVALAM A RAVIZ HOTEL, KERALA, INDIA

August 2022 - February 2023

- Assisted in daily accounting operations, including data entry and ledger updates.
- Supported bank reconciliations and invoice processing.
- Helped prepare financial reports and maintain general ledger accuracy.
- Provided audit support and managed petty cash transactions.
- Assisted in inventory tracking and reporting.

---

## Skills & Areas of Expertise :

### Computer Skill :

- MS Office (Excel, Word, Powerpoint)
- ERP
- Tally Ace
- Bitrix
- Touche
- Opera
- Accounts Reconciliation
- Accounts Payable & Receivable
- GAAP Compliance
- Invoice Processing
- Purchase Order Receipts
- Inventory Management
- GCC VAT
- Book keeping
- Petty Cash Management

### Personal Skills :

- Basic computer literacy skills
- Time- management skills
- Verbal and written communication skills
- Organizational skills
- Strategic planning and scheduling skills
- Critical thinking skills
- Quick learning Skills
- Detail - oriented

---

## Education :

- **Master's Degree :** Master of Business Administration (**MBA**) in Finance ( **IGNOU**, New delhi ) -2024
- **Bachelor's Degree :** Bachelor of Commerce (**B.com**) with Computer Application, Kerala University -2020
- **Diploma :** Diploma in Indian and Foreign Accounting, Gtec Computer Education

---

## Language Skills :

**English** : Proficient (9/10)

**Arabic** : Basic (3/10)

**Malayalam** : Fluent (10/10)

**Hindi** : Intermediate (7/10)

---

## Personal Information :

**Passport No** : V4456307

**Visa status** : Visiting Visa(02-08-2024 to 30-09-2024)

**Date of Birth** : 10-12-1998

**Gender** : Female

**Available to Work:** Immediately

---

## Declaration :

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

**Name** : Suvarna Soosan MS  
**Place** : Diera, Dubai