

SREENATH R

+971-507617164

Dubai, UAE

@sreenathrk25@gmail.com

☆ Nationality : Indian



SUMMARY

Highly dedicated and result-oriented individual with solid academic preparation and one year of experience in accounting operations in UAE seeks position either in Accounts, Sales, Purchase or Operations.

EXPERIENCE

Junior Accountant

Fast Sand Stone Trading

01/2022 - 02/2023 AI Ain, UAE

- Provide financial information to management by analysing accounting data; preparing reports
- Preparation of invoices and bills
- Verification of delivery notes
- Ensure proper documentation and filing
- Reconcile financial transactions every month
- Provide quick support to the customers on their queries, requests for Statement Of Accounts, including follow up on overdue and next due payments
- Sales coordination and preparation of quotation
- Perform other duties assigned by the management

Accounts Executive

Sreevalsam Group

06/2023 - 09/2023 Pandalam, Kerala, India

- Monitoring, verification and entry of transactions
- Bank Reconciliation
- Minutes preparation
- Daily verification of collection through agent wise/ walk-in customers/ Bank receipts
- Monthly preparation of Income and Expenditure statement
- Supporting software update

EDUCATION

M.Com. Finance

University of kerala

2018 - 2020

B. Com. Computer Application

University of Kerala

2015 - 2018

PROJECTS

Impact of Social Media on Consumer Buying Behaviour

09/2019 - 03/2020

SOFTWARE EXPERTISE

MS Office

Tally ERP

LANGUAGES

English

Proficient



Hindi

Advanced



Malayalam

Native



Tamil

Intermediate



SKILLS

Communication

Time Management

Attention to detail

Team work

Customer Service

Active Listening

Adaptability

Multitasking

Computer skills

VOLUNTEERING

Member

National Service Scheme

2015 - 2018

FIND ME ONLINE

LinkedIn

Sreenath Radhakrishnan