



# SURESH KUMAR

📍 Abu Dhabi

📞 +971561165390

✉ skm8184@gmail.com

## SKILLS

- Full-cycle accounting
- Budget forecasting expertise
- Financial account management
- ERP (Enterprise Resource Planning) software
- A/P and A/R reconciliations
- Financial reporting
- Tally Prime Software expertise
- SAP Knowledge
- VAT returns
- Pivot table & Index Match functions
- V Lookup & H Lookup functions
- General ledger accounting
- Bank reconciliations and balancing
- MS Office Suite
- Regulatory compliance
- Self-motivated professional
- Month-end processes & audit assistance.

## SUMMARY

Motivated accounting professional ready to build long-term career with growing team. Focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions. Detail-oriented and methodical with excellent mathematical skills and consistent in accurately tracking expenses, reconciling accounts and supporting audits.

## EXPERIENCE

May 2016 - Current

**Accountant General - Apollo Medical Centre Sole Proprietorship LLC | Abu Dhabi**

- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Generated quarterly financial reports to detail company revenues and expenses.
- Drafted periodic profit and loss reports to analyse trends and project future changes.
- Mentored junior staff members with constructive feedback and actionable steps for performance improvement.
- Communicated with internal and external auditors to coordinate scheduled audits and compliance reviews.
- Used Tally Prime accounting software to perform bookkeeping, invoicing and bank reconciliations, VAT Return & refund.

November 2013 - December 2015

**Accountant - Land and Sea Trading LLC**

June 2011 - October 2013

**Accountant - Poabs Granites Pvt Ltd | Kerala, India**

February 2010 - May 2011

**Accountant - Madathil Marketing Company | Kerala, India**

## EDUCATION

2008

Post Graduation

Madurai Kamaraj University, Tamilnadu, India

- Master of Commerce

2007  
CA  
ICAI, Kerala, India

- CA PE-II (Group II)

2006  
Graduation  
Calicut University, Kerala, India

- Bachelor of Commerce

## LANGUAGES

**Malayalam:** First Language

**English:**  C1  
Advanced

**Hindi:**  C1  
Advanced

## DRIVING LICENCE

- UAE Driving License