

Polu Suresh [Accountant]

Abu Dhabi ♦ UAE ♦
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CAREER OBJECTIVE: -

Looking for a challenging and progressive career in Finance/Payroll- Accounts/Marketing/Admin in a professionally managed organization to utilize my academic qualifications, experience and interpersonal skills effectively and enable me to make a positive contribution towards the growth of the organization.

Summary of Experience: (Since 2017 till date)

Currently working in **Al Sadaf Fashions L.L.C_Abu Dhabi**

Worked as a Junior Accountant in **NBB Group _Abu Dhabi** (2019 – 2021)

Worked as an Inventory Accountant in **Bin Butti International Holdings LLC (Advance Facilities Management) _Abu Dhabi.** (2017-2019)

EXPERIENCE/ACHIEVEMENTS:

- Data Book updating and preparation of journal, Receipt and Payment Vouchers.
- Handling Cash and maintaining petty cash book.
- Data entry of daily expenses and income as per the sales and purchase of the dealer
- Verifying of Vendors Bills and payment & Bank Reconciliations.
- Accounts Receivables and Payable – Day to day status, & reports.
- Maintaining stock as per inward purchase and outward sales.
- Inventory Planning & Stock reports, Management & Controlling.
- Making purchase requisition and store requisition as per project requirement and prepare material transfer note.
- Follow up Local Purchase Order, Chasing Supplier for delivery and preparing Goods Received Voucher after inspection.

- Preparing Monthly Progress Report of stock statement, profit and loss account, material consumption report, sub-contractor payment as per project progress and scaffolding status.
- Assisting and taking various reports for audit accuracy.

Educational Qualification:

- Master of Commerce (M.com) from Osmania University
- Bachelor Degree in Commerce (B. Com) from Kakatiya University

Computer and Technical Skills:

- Tally ERP 9.0 (Accounting Package) Microsoft GP & Function Five (F5).
- Microsoft Office (Excel, Access, Word & PowerPoint, outlook)
- Internet Skills – Email Communications.

Summary Of Skills:

- Good team worker & Hard-working nature
- Good Presentation skill
- Quick Learner
- Poised under pressure

PERSONAL DETAILS:

Sex	:	Male
Nationality	:	Indian
Religion	:	Hindu
Date of Birth	:	10-07-1988
Aaddress	:	Hyderabad, India.
Marital Status	:	Married.
Language Knows	:	English & Hindi.

Warm Regards

Polu Suresh