



SURYAPRABHA VS

Accountant

ABOUT ME

Detail-oriented and results-driven accountant with 2 years of experience in receivables management, accounting, and client management. Proven track record of delivering accurate and timely financial reports in compliance with management requirements.

WORK EXPERIENCE

Sep 2023 - Present

BMC Global | Dubai, UAE

Accounts and Admin Assistant

- Performing basic office task including filing, making phone calls, handling mail and basic bookkeeping.
- Data entry and Word processing task.
- Assist in preparing financial statements
- Preparing monthly bank reconciliation
- Generating and issuing invoices to clients or customers

Aug 2021 - May 2023

Rani Group of Companies | Kottayam, India

Accounts Officer

- In charge of routine accounting system and office administration.
- Examining bank statements and reconciling them with general ledger entries.
- Managed accounts payable and receivable functions, processing invoices and payments in a timely manner.
- Assisted in the preparation of monthly financial statements.
- Reconciled client accounts and proactively addressed issues to prevent escalations.
- Coordinated with internal departments to resolve client issues and streamline communication channels.
- Enter sales orders and follow up on status to ensure timely supply.
- Ensure timely collection of payments and conduct credit checks.

PERSONAL DETAIL

Date of birth : 9th October, 1998

Marital status: Single

Nationality : Indian

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✉ suryaprabha701@gmail.com

📍 AL Nahda, Dubai - UAE

Passport number : T9602646

Visit visa : Valid till January 2024

EDUCATION

Master of Business Administration

MG University- Kerala, India

2021

Bachelor of Business Administration

SN College - Kerala, India

2019

TECHNICAL SKILLS

Tally

Acumen

MS Office Excel, Word and Powerpoint

Administrative Management

SOFT SKILLS

Organizational skills

Analytical and problem solving

Team management

Leadership

LANGUAGE

English

Malayalam

Hindi