



Rohith Sukumaran

Accounts | Operations | Cashier

Mobile No: - +971 588625457 **Email ID:-** rohithms123@gmail.com

Current Location: Dubai, UAE (Willing to Relocate)

OBJECTIVE

To be a successful professional in a growing & vibrant organization by putting in maximum efforts sincerely for career development & organizational upcoming.

SKILLS

- Banking & Retail Operations
- Cash Handling
- Ability to work under pressure
- Organization & Time Management
- Product Knowledge
- Flexible to different situations
- Self-motivated, Initiative, high level of energy
- Excellent coordination skills
- Ability to motivate people
- Can work independently of as a part of team

PRESENT ADDRESS

Karama, Dubai
UAE

PROFESSIONAL EXPERIENCE

ESPERAR GROUP

Admin cum Accountant (1.5 Years)

Responsibilities

- Preparing, organizing and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Schedule interviews for clients.
- Collecting Cheques & preparing Cash book & Bank Reconciliation Statement.

BELSTAR MICROFINACE (P) LTD

Accountant (6 Months)

Responsibilities

- Handling Cash.
- Preparing Cash book.
- Maintaining Registers.
- Preparing BRS.
- Verifying Loan Files

BRD SECURITIES LIMITED

Internal Auditor - Sr. Executive (3 Years)

Responsibilities

- Hire Purchase (Vehicle Loan) Audit.
- Accounts Audit.
- Verifying all the documents & registers.
- Preparing audit report on the basis of check list.
- Conduct review meeting on the basis of audit report.
- Recording incoming and outgoing files in both system and register.

V SERVE CONSULTANTS (P) LTD

Team Member in Accounts Centralizing Project (1 Year)

PERSONAL DETAILS

- Date of Birth: 30-09-1990
- Marital Status: Single
- Nationality: Indian
- Passport No: T5588666
- Passport Expiry Date: 06-06-2029
- Visa Expiry : 03-04-2022
- Languages Known :English, Malayalam & Hindi.

ACADEMIC

QUALIFICATIONS

- MBA - Finance from Bharathiyar University - India
- BBA from Calicut University - India
- Higher Secondary (+2 Commerce) from Kerala Board of Higher Secondary - India
- Secondary (10th) from State Board of Kerala – India

COMPUTER SKILLS

- Diploma in Indian & Foreign Financial Accounting (DIFFA)
- Microsoft Office
- Tally, Peachtree & Quickbooks

Responsibilities

- Documentation of financial transactions by entering account information.
- Summarization of current financial status by collecting information, preparing balance sheet, profit & lossStatement & other reports.
- Guidance of accounting clerical staff.
- Month ending closure activities & reporting.
- Effectively handled accounts payable & accounts receivable activities.
- Duty to scrutinize and verify the records.

NATIONAL AGENCIES `

Accountant (1 Year)

Responsibilities

- Cash book preparations
- Billing
- Match invoices to work orders.
- Perform accounting and clerical functions to support supervisor.
- Record business transactions and daily worksheets to the general ledger system.
- Maintenance of Registers

DECLARATION

I hereby declare that, the details furnished above are true to the best of my knowledge and belief.

Date:

Yours Faithfully,

Place:

Rohith Sukumaran