



SURABHI RAVINDRAN

Professional Accountant



+971509468023



surabhiammu987@gmail.com



UAE, Dubai



04-02-1997



Indian



Single

PROFESSIONAL EXPERIENCE

2019-2020



ACCOUNTANT CUM ADMIN OFFICER Reach Advertisements, Kerala, India

- Maintain regular Books of Accounts.
- Prepare accurate Daily Reports & verify it.
- Compose employee payments - including Salary, Commission, etc.
- Compile reports on monthly basis.
- Up-keep of Invoices from Vendors & Customers.
- Monitoring the Payments/ Receipts due of Suppliers & Customers.
- Reconciliation of Bank Statement with Company Accounts.
- Petty-Cash handling.

ACCOUNTS TRAINEE IMAT, Kerala, India

- Accounting Training and Practice
- Foreign Accounts and Financial Training Programs



EDUCATION

2021

Master of Business Administration

Finance & Operations
School of Management Studies
Cochin University of Science & Technology, India

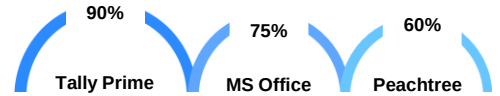
2018

B. Com (Bachelor of Commerce)

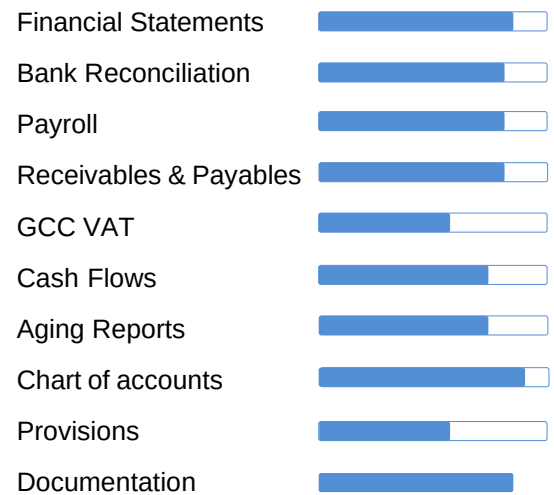
Computer Application
St. Joseph College
University of Calicut, India



SOFTWARE SKILLS



PROFESSIONAL SKILLS



LANGUAGE SKILLS



INTERESTS



KNOWLEDGE IN

- Internal Controls
- Performance Management
- Cost Management
- Data Analysis



www.linkedin.com/in/surabhi-ravindran