

SNEHA SURESH

ACCOUNTS ASSISTANT



+971545171285

snehasuresh636@gmail.com

Al Ain, UAE

PROFILE

With more than 5.8 years experience in multiple fields, I would like to pursue a challenging career and be a part of progressive organisation that gives me scope to enhance my knowledge, skills, and techniques to reach a pinnacle in accounting and financial field with sheer education, determination and hardwork.

SKILLS

- Well versed in Microsoft Office, Advanced Excel, DTP, Professional Accounting, Tally ERP9.
- Strong Organization Skills.
- Receptive & Resourceful.
- Conflict Resolution & De-escalation.
- Good written and verbal communication skills.
- Ambitious & Mindful.
- Cost Reporting & Management.
- Adaptable & Agile.

EDUCATION

MUMBAI UNIVERSITY

MBA - Finance
2019 - 2022

SNDT WOMENS UNIVERSITY

Mcom
2016- 2018

KANNUR UNIVERSITY

BCOM
2013 - 2015

EXPERIENCE

ACCOUNTS ASSISTANT

Al Ain Equestrian Shooting Golf Club (Al Ain, UAE)
May 2021 - Sep 2022

- Examine and verify documents related to income and revenue of the club.
- Inspect, analyze, authenticate and confirm financial documents.
- Researching and investigating any missing, inaccurate, or conflicting information.
- Preparing statutory accounts, Maintaining City Ledgers.
- Enter financial transactions into internal database. Review and file payroll documents.
- Preparation of invoices, quotations. Reconcile invoices and finding any discrepancies.
- Preparation of monthly discount reports such as Duty Meal, Complimentary and Club Member discounts and staff meal discounts etc.
- Preparation of bank statements, cash statements and reconciliations etc.
- Also handles Cashiers of the club. Preparing weekly schedule for cashiers. Releasing cash float for each outlet and providing enough change.
- Retrieve & count cash receipts from the business day. Prepare the deposit to be made for the bank.
- Store the cash in a secure location until it is deposited.
- Overall maintain enough cash for the smooth running of business on a daily basis.
- Generate financial statements and reports detailing accounts receivable status.

CERTIFICATIONS

- The Economic Times – FinPro (PGDBM).
- Sahyog – Completed UMANG (a life skill programme).
- The Institute of Chartered Accountants of India – Orientation Programme.
- 100 hours Information Technology Training from “Institute of Chartered Accountants of India tower”.
- Certificate in National level Seminar on Smart Cities.
- Won the best presentation and presenter award at a competition held in Swayam Siddhi College of Management and Research.
- Scholars squad runner up (quiz) at Here Solutions Pvt Ltd.
- Winner (Fastest Finger Fast) quiz competition held at Here Solutions Pvt Ltd.
- Certificate of appreciation for successfully completing the Financial Education Programme of Swadhaar FinAccess.
- Certificate of appreciation for participating in “BAZAAR 2015-16”.

PERSONAL INFORMATIO

Date of Birth : 04 November 1994.

Gender : Female.

Nationality : Indian.

Visa Status : Visit Visa

Languages Known : Malayalam, English, Hindi, Marati.

GIS ANALYST II

Here Technologies
(Mumbai, India)

July 2017 - March 2021

- Designs and edits GIS data for numerous projects.
- Ensures alignment of data with company standards.
- Monitors and applies the best industry practices.
- Maintains data integrity and accuracy.
- Utilizes ArcGIS Desktop, ArcGIS Pro, or ArcGIS Online in data visualization.
- Develops sustainable systems of collecting and managing data points.
- Manages necessary hardware and software.
- Delivers training and technical support to end-users.
- Utilizes scripting languages to refine GIS data pipelines and processes.
- Make recommendations in formulation of procedures and best practises.

ASSISTANT MANAGER (Mumbai,India)

Kotak Mahindra Bank

Aug 2016 - June 2017

- Answer questions about account types and banking products, such as
- CDs, money market accounts, loans and credit cards.
- Check on the status of customer accounts and track checks and payments.
- Review and explain account charges.
- Assist banking customers who are victims of fraud,theft or identity theft.
- Assist customers with replacing lost or stolen credit or debit cards.
- Assist with address and phone number as well as debit and credit card pin change.
- Help customers protect their accounts by reviewing suspicious activity,
- reversing transactions and reissuing compromised debit and credit cards.
- Taking purchase orders from clients, and converting referrals from clients with interest in using the credit cards into sales.
- Responsible for daily/monthly sales targets.
- Prioritize and schedule proactive calls to organization’s accounts.
- Update and manage contact database with accurate profiles, notes, and relevant information.