

SURYA S NAIR

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CAREER OBJECTIVE

To achieve a challenging position in Accounting area in a result-oriented company, where I can utilize my acquired skills and education towards continued growth and advancement.

CAREER SUMMARY

- Detail-Oriented, efficient and organized professional with extensive experience in Accounts payable & Receivable processes and procedures.
- Proficiency in SunSystems, OnBase, PeopleSoft, Greatplains, Oracle, EDMS and Tally ERP 9.
- Excellent working knowledge of Microsoft Office Products including Outlook, Word and Excel.
- Excellent written and verbal communication skills.
- Ability to work under severe pressure and to get along with everyone.
- Willing to work shifts on the busiest days of the year.

CORE COMPETENCIES

- End to End knowledge in Accounts.
- Very good peer review feedback from Clients.
- Proficiency in MS OFFICE.
- Knowledge of Filing GST Return.

CAREER CONTOUR

VALIYAKULANGARA INFRAZONE PVT LTD -ACCOUNTANT

November 1 2020 - Present

Accountabilities:

- Enter Invoices in to Tally Software ERP 9.
- Prepare Daily Report regarding Site work.
- Prepare Weekly Budget Plan.
- Maintain Cash transaction and petty cash book.
- Checking Cash / Bank balance with Financial Statement regularly.

GARDEN FRESH CONDIMENTS (P) Ltd – Accountant

June 3 2019 – June 30 2020

Accountabilities:

- Enter Invoices in to Tally ERP 9
- Prepare Sales Invoice ,E-Way Bill .
- Maintain Bank Reconciliation Statement and reconciliation of Debtors and Creditors.
- Maintain Cash transaction and petty cash book.
- Checking Cash / Bank balance with Financial Statement regularly.
- Preparing monthly salary sheet and working on statutory dues like PF, ESIC.
- Create Price lists in Tally ERP 9.
- Preparing Outstanding list of Debtors & making Follow-up.

EXL Services (P) Ltd – Senior Finance Associate March 2012-February 2018

Accountabilities:

- As an associate doing invoice processing, Posting, Aging, Flagging and Checkrun.
- Review of AP invoices.
- Extracting the Vendor aging details from ERP and cutting the checks using different bank codes.
- Ensuring Timely and Effective completion of work and reviewing the work performed by other Team Members.
- Training New Staff & Supervising the Work.
- Manage process exceptions.
- Handling Client Mails.
- Preparation of Daily and Monthly reports.
- Doing Reconciliation.

Notable Credits:

- Won “**Extra Miler**” Award from EXL for Outstanding Performance.

SCHOLASTICS

- **MBA- Finance** from Marthoma College of Management & Technology.
- **B. Com** from Nirmala College, Muvattupuzha.
- **Higher Secondary** from Jayakeralam Higher Secondary School.
- **High School** from St Augustines Girls HSS.

IT SKILLS

- MS Office.
- ERP Software: Tally ERP 9, SunSystems, PeopleSoft, Greatplains, Oracle, EDMS.

PERSONAL DOSSIER

Date of Birth : 22th October, 1988

Present Address : Mangalathu (H),
East Kadathy,
Market P.O,
Muvattupuzha, Ernakulam,
Kerala, India – 686673,

Languages Known : English, Malayalam

References

- ⇒ Muraleedharan Nair–AVP- EXL - 9446207077
 - ⇒ Gigymol Jose – Assistant Manager – EXL- 949766336
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