



SURAJ SURESH KUMAR

PROFESSIONAL SUMMARY

Dynamic Accounts Executive with experience of 4+ years offers high-level business development and strategic planning capabilities. Monitors KPIs and implements innovative marketing tools to drive sales. **Possesses superior business** and financial acumen paired with strong negotiation and **contract management skills**.

WORK HISTORY

Accounts Executive 01/2021 - 08/2022
Armor Group - Bangalore, India

- **Built and strengthened relationships** with new and existing accounts to drive revenue growth.
- **Consulted with clients on business issues** to develop innovative, strategic proposals.
- **Documented sales, customer interactions** and concerns to generate updates for senior management.
- **Marketed and sold solutions** and services to stakeholders across multiple levels.
- **Identified new business opportunities** through cold calling, networking, marketing and prospective database leads.
- **Liaised between clients and sales executives** to resolve account management issues quickly and effectively.
- **Delivered high level of service** to clients to both maintain and extend relationships for future business opportunities.

Accountant 02/2018 - 01/2020
TGS Koya Chartered Accountants - Dubai, UAE

- **Analyzed monthly reporting** to reconcile production operations and general ledger.
- **Reconciled accounts from income** and expense data to net worth and assets.
- **Accurately documented all cash**, credit, fixed assets, accrued expenses and line of credit transactions.
- **Accurately tracked tax, invoicing** and budget information using Tally ERP 9.
- **Cooperated with senior leaders** to create operating budgets and initiate financial planning.
- **Prepared VAT and income tax** forms for commercial and individual clients.

Assistant Accountant 07/2016 - 12/2016
SREYA FASHION - Tamil Nadu, India

- **Maintained accurate and complete documentation** for all financial department procedures.
- **Stayed on top of applicable government** requirements to minimize legal and financial liabilities.
- **Monitored accounts payable** and receivable statuses, keeping financial records up-to-date.
- **Investigated daily variances uncovered** in reports and corrected errors to resolve discrepancies.
- **Organized budget documentation** and tracked expenses to maintain tight business controls.
- **Completed fortnightly payroll** for company employees, including calculating taxes, holiday and sick leave.

CONTACT

📍 Sharjah, UAE
☎ +971 543241314
✉ surajsureshk92@gmail.com

ADDITIONAL INFORMATION

- **DOB** : 27- July-1992
- **Nationality** : Indian
- **Marital status** : Married
- **Visa Status** : Visit visa
- **Valid UAE Driving License**

SKILLS

- **MS Office**
- Client relationship management
- **Strategic marketing**
- Client onboarding
- **Strategic planning**
- Contract negotiation
- **Account management**
- **Marketing needs analysis**
- Lead generation
- **Workflow defining**
- **Business development**

EDUCATION

MBA: Finance, 2019
Moscow International University - Sharjah, UAE.

B.Com: Finance, 2014
University of Calicut - Kerala, India

LANGUAGES

Malayalam: Native language
English, Hindi, Tamil B2
Upper intermediate