

# SANDRA SURESH ACCOUNTANT

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## Profile

Experienced Assistant Accountant with a strong background in finance and accounting. Skilled in financial reporting, budgeting, and forecasting. Proficient in Microsoft Office, including Excel, and various accounting software such as Tally ERP and QuickBooks. Excellent communication and interpersonal skills, with the ability to work effectively in a team. Strong computer skills and advanced technological abilities. Demonstrated effective time management and interpersonal skills. Accomplished in completing tasks efficiently and accurately, Committed to continuous learning and professional development. Currently pursuing an MBA in Finance to further enhance knowledge and skills. Seeking opportunities to contribute my expertise and make a significant impact in an accounting role.

## Professional Experience

**MBA Finance Trainee** September 2023 – December 2023  
*Las Vegas International Business Solutions* Thrissur, India

Currently working as an MBA Finance Trainee at Las Vegas International Business Solutions, where I am gaining practical experience in financial analysis, financial modeling, and business finance. Utilizing my skills in Microsoft Excel and financial reporting, I support the finance team in analyzing financial data and providing insights for decision-making.

- Gaining practical experience in financial analysis and financial modeling.
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- Assisting the finance team in analyzing financial data and providing insights.
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- Learning about business finance and financial planning.
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- Collaborating with team members to support financial decision-making

**Assistant Accountant** April 2021 – August 2022 | Thrissur, India  
*Municipal office Guruvayur*

Worked as an Assistant Accountant at Guruvayur municipal office, where I gained experience in financial record-keeping, budgeting, and financial reporting. Utilized my skills in Microsoft Office and Tally ERP to ensure accurate and timely financial transactions and reporting.

- Managed financial record-keeping and bookkeeping tasks.
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- Assisted in budgeting and forecasting activities.
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- Prepared financial reports and statements.
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- Collaborated with team members to improve accounting processes and efficiency.
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- Ensured compliance with financial regulations and company policies.

## Education

**Bcom. Finance** April 2019 – April 2021 | Thrissur, India  
*Calicut University*

**Cost Management Accountant (CMA)** April 2018 – present | Delhi, India  
*ICMAI*

**MBA Finance** January 2023 – present | Thrissur, India  
*IGNOU University*

**Professional Diploma in Computerized Financial Accounting** September 2022 – August 2023  
*Kerala State Rutronix* Thrissur, Kerala

## Skills

Financial Reporting • Budgeting • Accounting Software • Microsoft office  
Communication Skills • QuickBooks

## Languages

English	Malayalam
Hindi	

## Certificates

- Professional Diploma in Computerized Financial Accounting
- Business Finance Foundation