

SANDRA SURESH



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📍 Sharjah, UAE

📠 Y6214168

Profile

Experienced Assistant Accountant with finance and accounting expertise. Proficient in Excel, Tally ERP, and QuickBooks. Strong communication and teamwork skills. Currently pursuing an MBA in Finance. Seeking impactful accounting roles.

Skills

Financial Reporting

Budgeting

Communication Skills

Accounting payable and receivable

Accounting Software

Microsoft office suite
Tally ERP
QuickBooks
Peachtree

Languages

- English
- Malayalam
- Hindi

Professional Experience

MBA Finance Trainee,

Las Vegas International Business Solutions

September 2023 – December 2023 | Thrissur, India

- Gained practical experience in financial analysis and modeling.
- Assisted in analyzing financial data and providing insights.
- Learned about business finance and financial planning.
- Collaborated with team members to support financial decision-making.

Assistant Accountant, Municipal office Guruvayur

April 2021 – August 2022 | Thrissur, India

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

Education

Bcom. Finance, Calicut University

April 2019 – April 2021 | Thrissur, India

Cost Management Accountant (CMA), ICMAI

April 2018 – present | Delhi, India

MBA Finance, IGNOU University

January 2023 – present | Thrissur, India

Professional Diploma in Computerized Financial Accounting, Kerala State Rutronix

September 2022 – August 2023 | Thrissur, Kerala

Certificates

- Professional Diploma in Computerized Financial Accounting
- Business Finance Foundation