

# SURUMI H

ACCOUNTS & ADMIN ASSISTANT



## CONTACT

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Al Qusais, Dubai, UAE

## EDUCATION

2013

MG UNIVERSITY

BACHELOR OF COMMERCE

## CERTIFICATION

- DCA TALLY
- DCFM

## SKILLS

- Financial Reporting
- Record Keeping
- Teamwork & Leadership
- Time Management
- Cash handling
- Effective Communication
- Critical Thinking
- Audit Preparation
- Accuracy

## LANGUAGES

- English (Fluent)
- Malayalam (Native)
- Hindi (Intermediate)
- Arabic (Basics)
- Tamil (Intermediate)

## PROFILE

Detail oriented and results-driven finance professional with bachelor's degree in Commerce from MG University Kerala, India. Over a decade of diverse experience in customer relations, accounting and administration support within the finance and healthcare sectors. Proven track record in managing financial transactions, enhancing customer satisfactions and streamlining operations.

## WORK EXPERIENCE

### BRANCH EXECUTIVE & ACCOUNTS

2023 - 2024

*Kosamattam Finance Ltd Kerala, India*

- Oversaw daily operations of the branch, ensuring compliance with regulatory standards and internal policies.
- Manage accounts payable and receivable processes, ensuring timely and accurate financial transactions.

### RECEPTIONIST & ADMINISTRATION

2020 - 2022

*HLL MRI Scanning Centre TD Medical College Kerala, India*

- Managing patients appointments and scheduling for MRI scans and medical procedures.
- Maintained patients records, ensuring confidentiality and accuracy
- Handled billing, insurance claims and payment processing

### CUSTOMER RELATIONSHIP EXECUTIVE

2018 - 2020

*Indelmoney Pvt Ltd Kerala, India*

- Interacted with customers and daily accounting tasks, including invoicing, book keeping and financial records maintenance.
- Resolved customer complaints and concerns in a timely and professional manner

### JUNIOR OFFICER & ACCOUNTS

2017 - 2018

*ICL Fincorp, Kerala, India*

- Generated Customer invoices and tracked payments, addressing overdue accounts.
- Maintained accurate financial records and assisted with month-end closing procedures, internal and external audits by compiling necessary documentation.

## DECLARATION

I hereby declare that the information contained in this resume is in accordance with facts or truths to my knowledge.

Surumi H