

SOORAJ BHASKARAN

Mobile: 0582131437 | Email: soorajmb1985@gmail.com | Sharjah

Accounting professional with 10 years of UAE experience and expertise in accounting and auditing practices. Efficient computation and filing of VAT returns. Collaborative Team player and currently seeking opportunities to widen my skills to grow and expand with the organization.

EXPERIENCE

August 2023 – Present

Accountant | All Colour Steel Trading | Sharjah, UAE

- Performed accounting procedures and utilized accounting software programs to process business transactions.
- Reconciliation of Bank Statement
- Efficient VAT Return
- Accurately Calculating Deductions and Payroll processing
- Process and track invoices and expenses and payments to Vendors and Clients
- Accounts payables and Receivables

December 2016 – July 2023

Accountant | Al Fajr Packing Company | Sharjah, UAE

- Responsible for performing a wide range of accounting and general clerical functions within the organization.
- Processing Accounts Receivables and Payables.
- Preparation of Daily MIS Reports.
- Responsible for Handling Petty Cash and its Reports.

October 2014 – October 2016

Accountant | M/S Jayaram Auto Spare Parts | Doha, Qatar

- Responsible for Day-to-day accounting functions within the organization.
- Maintenance of proper payment follow up and transactions updation.
- Monthly Bank Reconciliation
- Maintenance of Accounting documents and Records.
- Preparation of Payroll and effective processing.

December 2011 – August 2014

Inventory Assistant | M/S Holiday Group (Hospitality Division) | Ajman, UAE

- Verification of all purchases and preparation of Sales Invoices
- Proper management of stocks and its verification.
- Reconcile Creditor's statement and timely processing of Payments.
- Updation of Stocks, invoices in the Accounting Software.

EDUCATION

2007

Bachelor of Commerce | University of Calicut | Kerala, India

2007

DMCA | Accountants Training College | Kerala, India

SKILLS

- Tally Prime
- Accounts Receivables (AR)
- Accounts Payable (AP)
- Bank Reconciliation
- IDS
- Microsoft Office
- Customer Service
- Payroll Management
- Communication Skills
- Invoicing
- Zebras
- Microsoft Excel

Languages

- English
- Hindi
- Tamil
- Malayalam

Certifications

- Tally