



SUREKHA DEVARAKONDA

Accountant



rekhaarigela25@gmail.com



+971547976423



Dubai UAE



<https://www.linkedin.com/in/rekha-arigela-1301a831>

PERSONAL DETAILS

Date of Birth: 16/08/1999

Nationality: Indian

Marital Status: Married

Visa Status: Spouse Visa

SKILLS

- Tally Prime
- MS Excel(Pivot Table, VLOOKUP)
- Financial Reporting: Journal Entries, Ledgers, Trial Balance, Profit and Loss & Balance Sheet.
- Quick learner and Administrative Support
- Flexible, team-oriented, and open to new challenges.
- Multitasking and organization
- Data entry

PROFESSIONAL SUMMARY

MBA graduate with a postgraduate specialization in HR and Finance, complemented by hands-on internship experience in bookkeeping, bank reconciliations, and advanced Excel financial modeling. Eager to leverage strong analytical skills and proficiency in accounting software to contribute to accurate financial reporting in an entry-level Accountant role in Dubai. Passionate about driving financial success and supporting organizational goals.

EXPERIENCE

March 2024 - August 2024

Singiri and Co Accounting and Tax Consultancy - Intern, Dubai, United Arab Emirates

- Created sample profit and loss statements using Tally.
- Developed Excel-based dashboard for tracking monthly expenses.
- Analyzed problems and worked with teams to develop solutions.
- Contributed to a positive team environment by collaborating with fellow interns.

EDUCATION

Master of Business Administration

KSRM College, Kadapa, Andhra Pradesh

November 2023

Distinction with 76%

Bachelor of Commerce

Sri Vivekananda Womens Degree College, Kadapa, Andhra Pradesh

March 2019

Distinction with 86%

DISCLAIMER

I hereby declare that the above statements are true to the best of my knowledge. I am responsible for the correctness of the above particulars is true and up to date.

Signature

Surekha Devarakonda