

SUHAI DH Accountant / VAT Specialist

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Professional Summary

Skilled accounting and tax professional with solid experience in VAT filing, VAT registration, VAT refunds, CT registration, CT filing, and compliance for multiple companies. Experienced in bookkeeping, maintaining accounting records, preparing invoices, organizing financial documents, and assisting clients with business bank account setups. Background includes finance operations, audit support, and tender documentation for infrastructure projects. Proficient in Kingdee Cloud Stellar (Chinese accounting software), Tally ERP, and MS Excel, with strong accuracy, time management, and organizational abilities.

Professional Experience

Accounting & VAT Specialist

06/2025 – Present | Dubai

ZHONGXIN BUSINESS MEN&WOMEN SERVICES CO LLC

- Sorted, organized, and maintained accounting and financial documents with high accuracy.
- Handled **VAT registration** for multiple companies, preparing and submitting all required documents in line with FTA standards.
- Managed **Corporate Tax (CT) registration** for various businesses, coordinating with clients and ensuring accurate and timely submissions.
- Managed bookkeeping and accounting records for multiple clients.
- Prepared and filed VAT returns for **20+ companies** across various sectors.
- Assisted with **VAT refund applications** and ensured full VAT **compliance**.
- Handled **Corporate Tax (CT) registration and filing** for multiple clients.
- Provided tax consultancy and advisory support in line with UAE tax regulations.
- Prepared invoices for clients' customers and ensured accuracy in billing.
- Assisted clients in **creating and setting up business bank accounts**, including documentation and coordination with banks.
- Ensured timely submission of all filings through strong **time management** and prioritization skills.
- Maintained clear communication with clients regarding documentation requirements and tax updates.

Admin Executive cum Accountant Assistant

07/2024 – 05/2025 | India

Amalco Rail & Infra Pvt Ltd

- Prepare and submit tender documents in compliance with railway contract requirements
- Coordinate with team and external clients to track submissions and updates
- Maintain accurate documentation and deadlines for all tender-related activities
- Support contract administration and organize company records effectively

Accountant

01/2024 – 06/2024 | India

Wedlook Rent Wedding Outfits

- Handled rental payments, billing, and transaction records
- Assisted in budgeting and financial reporting for business health analysis
- Ensured accurate financial tracking and supported decision-making

Accountant cum Audit Assistant

12/2022 – 12/2023 | India

Shabanam & Wilson Chartered Accountants

- Maintained financial statements and managed payables/receivables
- Supported audits by reviewing documents and resolving discrepancies
- Ensured compliance with financial regulations and audit standards

Education

Bachelor of Commerce (B.Com)

2019 – 2022

Affiliated to Bharathiar University

High School

S.S.M.V.H.S.S, Edakkazhiyur

2016 – 2018

Higher Secondary Education

Rajah Senior Secondary School, Chavakkad

2015 – 2016

Core Skills

- Financial Accounting
- Budgeting & Reporting
- Tally Prime, Tally ERP
- Time Management
- Administrative Support
- Auditing & Compliance
- Accounts Payable/Receivable
- Microsoft Excel
- Recordkeeping & Documentation
- Kingdee Cloud Stellar

Certifications

Account Executive Certificate

Computerised Office Management (Skill Certificate)

ACCA Management Accounting (F2)

Languages

English

Professional

Malayalam

Native