



# Evangelin Suganthi J

United Arab Emirates

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Highly motivated professional with a commerce and international business background, experienced Trade Officer and Accounts Executive. Skilled in network leveraging for business growth, financial accuracy, and team collaboration.

## Professional Experience

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### Sheeba General Trading - Bur Dubai, UAE

#### Accountant

- Recorded and organized financial transactions using accounting tools. (Tally & Zoho)
- Maintained orderly financial records and documentation.
- Supported with VAT related documentation and filing as per UAE standards.
- Reconciled bank statements and managed petty cash records.

### Standard Chartered Bank

01/22 - 05/22

#### Trade Officer

- Developed a system to automate trading activities and reduce manual errors, resulting in more efficient and accurate trade executions.
- Leveraged international trade contacts and networks to secure new business opportunities.

### Miramed Ajuba

01/23 - 04/23

#### Accounts Executive

- Managed accounts receivable and accounts payable to ensure accurate and timely payment of invoices.
- Handled accounts payable and accounts receivable, resulting in improved cash flow and reduced overdue payments.

## Education

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### University of Wollongong in Dubai

04/23 - present

#### Masters in International Business

### Women's Christian College in India

06/18 - 03/21

#### Bachelor's in Commerce(Honours)

## Projects

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### Effect of Motivation on Workers Productivity During Covid'19

## Internships

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- Audit Intern at R. Subramanian & Company LLP, India-Prepared and presented audit reports to management, outlining findings and recommendations. Tracked and analyzed changes in financial assets and liabilities to identify potential fraud.
- Finance Intern at Indian Overseas Bank-Collaborated with accounting and finance teams to create monthly and quarterly financial reports

## Courses

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- TALLY ERP 9
- VAT filing in the UAE
- The Business Intelligence Analyst Course
- The Complete Financial Analyst Course
- Human Resource Program(HRP)-Forage

## Languages

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- English
- Tamil
- Malayalam
- Hindi

## Key Skills

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- Communication skills
- Ability to multi-task
- Critical thinking and problem solving
- Effective team leader