

Achu Suseelan

ACCOUNTANT

A dedicated and experienced accounting professional with a proven track record of successfully managing finances for mid-size commercial organizations. Seeking an opportunity to leverage my expertise in serving an organization while building a rewarding career in the finance field. Committed to enhancing my skills, acquiring new finance terms, and contributing to both organizational and personal growth.



✉ achususeel23598@gmail.com

📍 Dubai, United Arab Emirates

📞 +971 52 987 0307

🌐 [linkedin.com/in/achu-suseelan-225756242](https://www.linkedin.com/in/achu-suseelan-225756242)

WORK EXPERIENCE

Accountant

Regi Tom Antony and Associates

04/2021 - 11/2023

Kerala, India

Chartered Accountants (CA's)

Achievements/Tasks

- Managed day-to-day financial records for diverse companies and firms using industry-leading software such as ZohoBooks, QuickBooks, Tally ERP9, and Tally Prime.
- Conducted daily Bank Reconciliations to ensure financial accuracy.
- Orchestrated journal entries for sales, purchases, expenses, and bank transactions, while adeptly creating and documenting invoices.
- Demonstrated expertise in Payroll processing, Accounts Receivable, and Accounts Payable.
- Oversaw various statutory compliance tasks for multiple companies, including statutory and internal audits, TDS calculation and quarterly filing, tax registration, annual tax filing, and GST monthly returns filing.
- Maintained effective communication with clients to ensure seamless operations and client satisfaction.

Contact: CA Nivia Alex (Senior Audit Manager) -
Mob: +91 9947741355

EDUCATION

Master of Business Administration (MBA)

Indira Gandhi National Open University (IGNOU)

01/2020 - Present

Delhi, India

Courses

- Specialization in Financial Management.

Bachelor of Commerce (B.Com)

Mahatma Gandhi University

06/2016 - 03/2019

Kerala, India

Courses

- Specialization in Finance and Taxation.

SKILLS

Zoho Books

Quickbooks

Tally ERP9

Tally Prime

Winman

MS Excel

MS Powerpoint

MS Word

Financial Reporting

Communication

Taxation

Bank Reconciliation

Team Collaboration

Data Analysis

Accounts Receivable

Accounts Payable

Payroll Processing

Budgeting and Forecasting

Auditing

Attention to Detail

ACHIEVEMENTS

The Power Supporter (2022 - 2023)

Received the Certificate of Appreciation as "The Power Supporter" from Regi Tom Antony and Associates for outstanding contributions during the ITR Filing sessions in both 2022 and 2023.

Graduated with Distinction

Secured 82% overall in Bachelor of Commerce from MG University.

LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

PERSONAL DETAILS

Date of Birth : 23-05-1998

Nationality : Indian

Visa Status : Visit Visa

Visit Visa Validity : 02-04-2024

Marital Status : Single