

# SOFIYA D

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Accounting & Finance Enthusiast | US CMA Aspirant

## SUMMARY

Seeking an challenging opportunity to apply my skills and to leverage my academic foundation to contribute and gain valuable experience in a collaborative and dynamic environment, making a meaningful impact and advancing my professional journey

## INTERNSHIP

### TATA CONSUMER PRODUCTS LTD

May - 2024

- Prepared and documented Standard Operating Procedures (SOPs) for the Sales Alternative Channel
- Collaborated with the Business Finance team to understand work processes and workflows
- Used MS Excel, Word, and PowerPoint for effective documentation Appreciated by team members for clarity, efficiency, and quality of work

### SFS EQUIPMENTS PVT LTD

May -2025

- Managed accounts payable/receivable and performed bank reconciliations.
- Assisted with GST, TDS, and credit tracking.
- Maintained accurate transaction records for audits.
- Gained exposure to financial processes, controls, and compliance.

## SKILLS

- Communication
- Time Management
- Team Work
- Adaptability
- Self-Motivated
- Problem Solving

## EDUCATION

### Bachelor's of Commerce - Honours

2022 - 2026

Mount Carmel College

Aggregate - 70%

### Pre-University College

2020 - 2022

HEBA - 87%

### ST. Paul High School

2020

SSLC - 75%

## ADDITIONAL INFORMATION

- Languages: English, Hindi, Kannada, Urdu, Tamil
- Certifications: Advanced Excel