

RESUME HIGHLIGHTS:

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Performing day-to-day administrative tasks such as maintaining and preparation various account like purchase a/c, sales a/c, stock a/c, receipt & payment accounts.
- Survey operations to ascertain accounting needs and to recommend, develop, maintain best solution to business and financial problems.

TOTAL EXPERIENCE

7 YEARS

ADDRESS

**SUMI MATHEW
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VILLA NO.18
AL JAFILIA
DUBAI**

CONTACT DETAILS

**0567617634
0522235659**

E- Mail

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QUALIFICATION

**MBA FINANCE & HR
(+ TALLY ERP9)**

VISA STATUS

**Visit Visa
11.11.2016 to 10.02.2017**



SUMI MATHEW

(ACCOUNTANT)

PASSPORT DETAILS

PASSPORT NO : N12989115

ISSUEING DATE : 24-07-2015

EXPAIRY DATE : 23-07-2025

CAREER OBJECTIVE

To be a part of an organization where process of learning never ends and my imagination takes wing to unexpected heights. A place where developing, implement, modify current accounting technology and learning through constructive criticism is always promoted and Team Management to achieve the target set by the company with clear understanding to increase profits & reduce expenses.

PROFESSIONAL EXPERIENCE

a) Organization: Fine Tools Machineries and Hardwares pvt ltd, Cochin,India – 2nd Jan 2013 to 31st July 2015. Designation: Manager – Accounts & Admin.

Job Profile: - Accounts Cum Admin Manager for a UAE based company having 5 branches in India which is dealing with the import and sales of machineries like hand tools ,power tools, safety materials and accessories.

b)Organization: Pharmacopius Drugs Pvt Ltd, Kottayam,India – 10th July 2008 to 3rd November 2012. Designation: Accounts Manager.

Job Profile:- Accounts manager for a Pharmaceutical company in Kottayam, India. Which dealing with the Manufacturing and sales of Medicines and Tablets.

JOB RESPONSIBILITY

Accounts:

- *Run the Finance department in such a manner that the company is more profitable.*
- Preparation and Maintain of various accounts like Purchase account, Sales account, Journal account, Stock account, Receipt and Payment account, Balance account, etc.
- Leading & supervising the Accounts Department.
- Checking and verifying day today activities of accounts department.
- Petty cash management.
- Bank Reconciliation.
- Check the accuracy of invoices and payroll transactions preparing and analyzing accounting records and financial statements reports.
- Preparation of financial Reports.
- Planning purchase based on market demand and customer requirements.
- Local and interstate purchase management.
- Import coordination .
- Employees expense claim settlement.
- Debtors and Creditors management.
- Outstanding payment collection.
- Auditing Related Works.
- Cutting expenses in legal way.
- Budget preparation.
- Cash flow management.

Taxation:

- *Reducing taxable income.*
- Preparing sales tax returns (KVAT) on a monthly basis.
- Income Tax Calculations.
- Service Tax.
- Preparation of excise duty.
- E- Filing returns.

HR & Administration

- Maintaining attendance register of all staffs.
- ESI and PF Calculations and Filing.
- Payroll Processing.
- Incentives and increment calculations.
- Recruitments.

Sales

- Updating sales figure to sales staff on a daily basis.
- Handling customer queries via email and phone.
- Supervising the sales quotations by the team.
- Ensuring timely supply of items on closing the sales deal.
- Setting up dealership agreements with new agencies.
- Responsible for team development, communications, sales, profit and cost control management.
- Supporting to the sales & operation staffs.
- Conducting sales meetings.

ACADEMIC QUALIFICATIONS

- **MBA Finance & HR From MG University , Kerala**
- **B.com from MG University, Kerala**
- **10th & 10+2 from Kerala Board**

COMPUTER SKILLS

- **Tally ERP-9 (Account maintain software)**
- **M.S Office (M.s word, M.s excel, power point)**
- **Using Of Internet for Research & Communication.**

PERSONAL ATTRIBUTES

- Able to communicate in a clear, legible objective and professional manner.
- Punctual, always on time.
- Good in time management.
- Fast making decisions
- I can never tolerate irresponsible behavior in duty time.
- Committed to working hard.

PERSONAL DETAILS

FATHER NAME	:	MATHEW
DATE OF BIRTH	:	19-07-1986
GENDER	:	FEMALE
NATIONALITY	:	INDIAN
MARRITAL STATUS	:	MARRIED
LANGUAGE KNOWLEDGE	:	ENGLISH, MALAYALAM, HINDI
HOBBIES	:	COOKING
NATURE	:	CO-OPERATIVE

DECLARATION: - I hereby declare that the information furnished above is true to the Best of my knowledge.

AL JAFILIA,DUBAI

SUMI MATHEW