

**CA. Sumayya Beevi T.P**

**Chartered Accountant**

**Mobile  
Mail**

**88486 25684  
[sumu@icai.org](mailto:sumu@icai.org)**

<https://www.linkedin.com/in/ca-sumayya-beevi-fca-b0a39a29>

- **Insightful experience over 20 years in Accounts , Audit & Tax matters**
- **Expert and experienced in Income Tax/ Gst matters**
- **Skilled and experienced in finalization of Books of Accounts both manual and computerized.**
- **Expert in the preparation of Project Reports.**
- **Well versed in understanding client's business and skilled in Tax Audits as well as Statutory Audits.**
- **Skilled and experienced in preparing specified audit programme for clients having different status.**
- **Adept at managing audit team to work in sync with client's system of accounting and work atmosphere.**
- **Proficient in preparing Letters to Revenue Authorities as well as to Tribunals.**
- **Possess interpersonal, communicational and organizational skills in client relationship management and always give suggestions to management/accounting team.**

## **PROFESSIONAL EXPERIENCE**

### **Silpa Projects & Infrastructure India Pvt Ltd , Kochi**

<b>Title</b>	GM (Finance & Accounts)
<b>Job Responsibilities</b>	From 015-11-2021 to till date

- Head of the department -Accounts & Finance
- Responsible for the Finalization of Books of Accounts
- Verification and approval of Vouchers, journal entries in the Books of Accounts
- Coordination of financing Activities through periodic Reports
- Preparation of Budgets and variance analysis and preparation of summary feedbacks
- Preparation of Various Reports to Banks: Monthly Stock Statement, Cash Flow Statement, WIP Statement etc Quarterly Statements (FFR I), Half Yearly Reports (FFR II) and various other periodical reports on demand like Litigation Status, Receivables, Trade Payables (Class wise)
- Preparation of summary statements to financial results on a monthly, quarterly, half yearly and annual basis to submit to management and to various agencies like Banks, NFCs, Credit Rating agencies etc
- Bank Guarantee related: Preparation of Bank Guarantee Bond in accordance with Clients' requirement /Format given, Submission of the BGB to client seeking approval, sending the same to Bank requesting the issuance of a new BG.
- BG Renewal-Preparation, verification and submission of BG request and its follow ups and submission of the same to the Client on time.
- Preparation of ESCROW Agreements, MOUs and other Business documents and submission of supporting docs to the Bank for opening of ESCROW Account
- Approval of GST/TDS computation on monthly basis

- Compilation of information for the purpose of tax payments
- Verification of Cash Book on a regular basis and Treasury Management
- Co-ordination with other lenders NBFCs etc. and with Statutory Auditors, Company CS etc.
- Co-ordination of Various other Agencies like Credit Rating Agencies, KHWB Board,endor financiers etc
- Conducting /Caring online meetings with site Accounts & PMs
- Verification of site Books, ledgers etc online regularly
- Guiding and supervising the Site Auditors and verifying their Reports before submitting the same to the Management.

#### **LIVIDUS GROUP:**

**Lividus Pharmaceuticals (P) Ltd, Pro Care Hospitals, Alaya Constructions (uae), Translife Tours & Travels etc . Kollam**

<b>Title</b>	AGM (Finance & Accounts)
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<b>JOB RESPONSIBILITIES</b>	From 08-09-2018 to 31.10.2021
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- Finalization of Books of Accounts of the group – Pharmaceuticals Co. (3 Nos), Hospital , Tours & Travel Co., and overseas Business.
- Guiding and managing the Finance & Accounts team.
- Attending hearing with , Income Tax/GST Authorities, etc.
- Co-ordination of Auditors, Bankers etc.
- Verification and approval of entries inter concern entries in the Books-Tally ERP 9.
- E-Filing of Income Tax Returns-Individuals-MD & others.
- E-Filing of Monthly GST Return (From July , 2017 to September 2018).
- Making E-payments to GST: TDS, Advance Tax, KVAT, etc.
- Verification & approval of payments on a daily basis.
- Preparation and Presentation of Monthly income statement (of the Group) to the Management.
- Preparation of & Monthly Budgets and verification of variance with the actual.
- Preparation and presentation of fund requirement along with the available source there for Directly to MD in writing.
- Preparation of Projected / Provisional Statements and other reports to Banks and certification of the same.
- Pay Roll Management.

#### **AL-SHIFA GROUP :**

**AL -Shifa Super Speciality Hospitals , AL-Shifa Charitable Trust etc, Edappally, Kochi-24**

	Finance Head (From 18-10-2015 to 31.08.2018)
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<b>JOB RESPONSIBILITIES</b>	
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- Finalization of Books of Accounts of all the Hospitals & Trust.
- Verification & approval of payments on a daily basis
- Preparation of & Monthly Budgets and verification of variance with the actuals.
- Co-ordination od Work of office staff: Accounts& Billing

- Preparation of Daily Reports on Payments both Cash and Bank directly to MD
- Preparation and presentation of fund requirement along with the available source therefor Directly to MD in writing.
- Guiding and managing Accounts Assistants
- Preparation of Projected / Provisional Statements and other reports to Banks and certification of the same.
- Attending hearing with , Income Tax/VAT Authorities,
- Co-ordination of Auditors, Bankers etc.
- Verification and approval of entries in the Books-Tally ERP 9.
- Pay Roll Management.
- E-Filing of Income Tax Returns-Individuals-MD & other Doctors/GM.
- E-Filing of Monthly KVAT Return
- E-filing of Luxury Tax Return
- Making E-payments to : TDS, Advance Tax, KVAT, Luxury Tax, Electricity Bills, Telephone Bills, Credit Card Payments etc.

#### **Flora Group:**

**Flora Villas & Apartments India (P) Ltd., Flora Heritage & Convention Centre (P) Ltd., Flora Island Ayurvedic Resorts (P) LTD.,M/s Ruby Motors.**

Sr.Manager Accounts/Tax(02 September, 2013 to 30 Sept 2015.)

#### **JOB RESPONSIBILITIES**

- Preparation and presentation of Weekly Reports/Monthly Reports of Financials to the Board of Directors abroad-UAE
- Verification & approval of voucher & payments
- Creation of Vouchers for the New Projects
- Guiding and managing Accounts Assistants
- Preparation of Projected / Provisional Statements and other reports to Banks and certification of the same.
- Attending hearing with , Income Tax/VAT Authorities,
- Co-ordination of Auditors, Statutory as well as Internal and that of Company Secretary
- Verification and approval of entries in the Books-Tally ERP 9
- Verification & approval Contractors'/Suppliers' payment Statement.
- Pay Roll Management

#### **BCG Group-**

**BCG Builders, BCG Estates & Builders (P) Ltd., BCG Health Care (P) Ltd ,Harbour View Residency Hotels, Guardian Public Schools, Mariyam Charitable Trust etc , Palarivattom , Kochi**

**Title** Head - Accounts & Taxation (25 May , 2010- 31 August 2013)

#### **JOB RESPONSIBILITIES**

- Finalization of books of accounts of all the business under BCG group including trust.
- E-Filing of Returns- VAT Returns, Service Tax Returns, IT Returns for Directors etc. and computation thereof
- Verification & approval of voucher & payments
- Guiding and managing Accountants.

- Preparation of Projected / Provisional Statements and other reports to Banks and certification of the same.
- Attending hearing with VAT, Income Tax Authorities,
- Co-ordination of Auditors, Statutory as well as Internal and Lawyers
- Verification and approval of entries in the Books-Tally ERP 9
- Verification & approval Contractors'/Suppliers' payment Statement.
- Preparation of Project Reports-Financials of New Projects

**Ravenbeck Group:**

**Ravenbeck Telecommunications India (P) Ltd. Ravenbeck Security India Limited  
Vyttila, Kochi**

<b>Title</b>	Manager Accounts & Finance (01 November, 2009- May ,2010)
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**JOB RESPONSIBILITIES**

- Verification and finalization of Books of Accounts
- Preparation of Pending List on monthly/per collection basis
- Preparation of Confirmation Letter to Debtors
- Guiding and managing Accounts Assistants
- Filing of TDS Returns and computation thereof.
- Filing of Service Tax Returns and computation thereof
- Preparation of Projected / Provisional Statements and other reports to Banks
- Providing information to Sales Tax Consultants
- Providing Information to Auditor, Statutory as well as Internal
- Preparation of Various Reports to the Reporting Authority on time

**R.Srinivasan.F.C.A., Eranakulam**

<b>Title</b>	Audit Manager 2004-2009
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**PS Ramachandran & Co.-Chartered Accountants**

<b>2000-2002)/2002-2004</b>
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<b>Title</b>	Articled Assistant
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## **EDUCATIONAL QUALIFICATION**

### **Training Programme**

Course	General Management & Communication Skills (GMCS)
Institution	ICAI, Ernakulam
Period	23/11/2009-10/12/2009

### **Professional CA (Final)/June/2009**

Institution	ICAI
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### **Professional CA (PE -II)**

Institution	ICAI
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### **Article ship Training**

Principal	Mr. (Late) P S Ramachandran, CA, Kochi.
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### **Professional CS**

Institution	ICSI, Ernakulam
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### **Professional CS (Company Secretary)**

{Inter Level}	Executive Programme Qualified in Dec 2020.
{Final Level}	Pursuing in CS Professional Programme.

### **Post Graduation M Com**

University	M.G.University, Kottayam, Kerala
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### **Graduation B Com**

University	M.G.University, Kottayam, Kerala
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### **Pre Degree**

University	<b>Commerce Group</b> M.G.University, Kottayam, Kerala
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**SSLC**Institution  
BoardPanangad High School, Panangadu, Eranakulam  
Kerala Board of School Exams**COMPUTER SKILLS**

Operating Systems/Programs	Packages
♦ Winman Software ♦ Hiworth ERP Software ♦ HMS Softwares ♦ Mediplus	♦ Ms Office ♦ Tally ERP 9.0 ♦ Tally Prime

**Soft Skills**

- ❖ Solid organizational, Management, Interpersonal skill
- ❖ Flexible, readily adaptable to changing conditions and demands.

**PERSONAL DETAILS**

Name Address	Sumayya Beevi T.P.  Thekkeveettil, Nettoor P O Ernakulam-682 040 Kerala, India.
Age	44
Sex	Female
Marital Status	Single
Nationality	Indian
Languages Known	Malayalam, English, Hindi ,Tamil

**Hobbies**

Listening to Music, & Watching Movies, Travel Logs etc

**References**

- 1) **C A Sreejith FCA**  
Managing Partner,  
CA Sreejith & Associates,  
Chartered Accountants, Ernakulam  
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- 2) **Dr.Linto John**  
Manager (HR & Training)  
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