**SUMIJA M.S.**

**Mobile No: 8056059084**

**Mail ID: sumijamini@gmail.com**

**Thrissur, kerala**

**OBJECTIVE**

Seeking an opportunity to work in a challenging and dynamic environment where seamless integration of creativity and technology could be experience with scope for professional advancement.

**EDUCATIONAL QUALIFICATION**

· MBA - FINANCIAL MANAGEMENT -Madrass University, Chennai 2016 - 2018

· B.COM- FINANCECalicutUniversity, kerala 2009 - 2012

· Higher Secondary Education from AIHHS, Padoor ,kerala

· S.S.L.C. from AIHHS, Padoor, kerala

**TECHNICAL QUALIFICATION**

· TALLY ERP 9

· DCFA- diploma in computerised financial accounting from IRS computer institute

· DCA -diploma in computer application

· MS -OFFICE,INTERNET.

**RESPONSIBILITIES HANDLED**

. Accounting,billing,Taxation Process (GST Specialization)

. Responsible to maintain the books of accounts for the company

. Maintain bills and receipts for any transaction recorded

· Maintain subsidiary books and prepare for the payroll payments

· Take in account errors while recording, posting or balancing any account

. Follow accounting rules as per the country laws in which the company is operating

Tax calculation, debt collection and financial statement analysis

. Raising Invoices

. Preparation of Salaries

. Preparation of Voucher payments

. Audit on Cash and Bank Balance on daily basis

. Generating Out Standing & Collection Report on Daily basis

. Preparation of Bank Reconciliation Statement on monthly basis

. Vendors Bills Audit and Payments

. Receipts & Payments

. Sending day-wise report to H.O. like Cash Balance, Bank Balance, Out Standing and Collection Details

. Sending Month wise Report to H.O. Like Salaries Vendors Payments & sales.

. Maintaining all records like sale, vouchers, bank statement in proper order

**PERSONAL PROFILE**

Name of Father : Mr.Subramanian M.K.

Date of Birth : 27/04/1992

Gender : Female

Marital Status : Single

Religion : Hindu

Nationality : Indian

Languages Known : Malayalam, English, Hindi & Tamil

**WORK EXPERIENCE**

* **ACCOUNTANT**

**Annai Enteprises Pvt Ltd , Chennai/ November 2016 - Present**

• Responsible to maintain the books of accounts for the company.

• Maintain bills and receipts for any transaction recorded.

• Maintain subsidiary books and prepare for the payroll.

• Raising Invoices

• Preparation of Voucher payments

• Preparation of Bank Reconciliation Statement on monthly basis

• Accounting, billing, Taxation Process (GST Specialization)

* **ASISTANT MANAGER CUM ACCOUNTANT**

**Kwality Packaging, Tds Group Of Companies, Kerala,**

**.September 2015 - August 2016**

• Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices

• Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy

• Tax calculation, debt collection and financial statement analysis.

• Recorded, transcribed, and distributed minutes of meetings

* **BRANCH ACCOUNTANT**

**Jmj Finance, Thrissur, Kerala / June 2014 – August 2015**

• Prepares and maintains various monthly schedules

• Issue monthly statement of accounts/invoices and do follow-ups for collections.

• Daily posting of various journal entries in SAP. Match payment against invoices accurately

**DECLARATION**

I hereby declare that all the statements made in the above application are true and correct to the best of my knowledge and belief.

Place:

Date: SUMIJA M.S.