



SHUMAILA K F

Address: ESRA C04, H NO. 17, 1st Floor, Valiyakulathingal Lane
Phone: +91 83019 57705
Email: shumai112002@gmail.com
Reference: Surya (Assistant HR) | Ann Group of Companies
Phone : +91 6238086066 (+91 81299 97190)

SUMMARY

Motivated junior accountant with a strong background in financial accounting and expertise in SAP FI/CO. Proficient in bookkeeping, invoice processing, and reconciliations. Additionally has knowledge about the UK university admission process for international students. Committed to leveraging skills and knowledge to drive success and contribute effectively to my future roles.

WORK EXPERIENCE

- Jr. Accountant - Ann Group of Companies****Feb 2023 - Jan 2024**
 - Preparation of financial statements and closing reports and bank statement reconciliations, ensuring accuracy and financial integrity.
 - Online bills and Petty cash bills crosschecking.
 - Calculation of profit and loss statement monthly.
 - Updating Asset and Stock Report Data into an Excel Spreadsheet.
- Application Executive - Ahz Associates****Aug 2022 - Nov 2022**
 - Authored and edited SOPs in Microsoft Word for university applicants.
 - Worked with student counselors to ensure SOPs and application materials were accurate and effective.
 - Reviewed and revised students statements, CVs, reference letters, and application forms to meet UK university standards.
- Trainee in Accounts - CB Tech, Kadavanthra****Aug 2022 - Jan 2023**
 - Developed proficiency in accounting software and accurate data entry.
 - Experienced in invoice processing and bank reconciliations.

EDUCATION

- SAP Finance and Controlling (FICO)****2022 - 2023**

CB Tech, Software & Accounts Training Institute, Kochi
- BCOM Finance & Taxation****2019 - 2022**

St. Pauls College Kalamassery
- 12th Standard (Commerce)****2017 - 2019**

GSSS Minicoy, Lakshadweep

SKILLS

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|---------------------------------------|-----------------------------|-------------------------|
| • Proficiency in Microsoft | • Basic Financial Reporting | • Proofreading |
| • University Application Procedures | • Financial Analysis | • Fast Learner |
| • Document Preparation and Submission | • Data Entry and Management | • Phone Etiquette |
| • Personal Statement Writing | • Attention to Detail | • Organizational Skills |

ADDITIONAL INFORMATION

- Certifications:** CB Tech training certificate - Training in Accounts (6 months).
- Interests:** Traveling, Music, Books.
- Languages:** English, Malayalam, Hindi, Divehi(ދިވެހި).