

SUMIJA MS

ACCOUNTANT



sumijamini@gmail.com



8056059084



THRISSUR

SKILLS

Problem Solving

Adaptability

Strong Work Ethic

TimeManagement

Critical Thinking

Handling Pressure
Leadership

Mandarin Proficient

MS Office Expert

Account

Reconciliation Project

Risk Management

Tax Compliance

EDUCATION

MBA / FINANCIAL MANAGEMENT
Madrass University,
Chennai 2016 - 2018

B.COM/ FINANCE
CalicutUniversity, kerala
2009 - 2012

TECHNICAL QUALIFICATION

TALLY ERP 9

DCFA- diploma in computerised
financial accounting

DCA -diploma in computer application

RESUME

Accountant with 6+ years of experience or, with a focus in managerial accounting. Seeking to leverage my accounting expertise and in-depth experience at your company.

EXPERIENCE

ACCOUNTANT

ANNAI ENTERPRISES 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: kerala, india

Date:

SUMIJA M.S.