

SUMI MOHANAN

Admin / Accountant

CONTACT

+973 37922780
sumimohanadv@gmail.com
Isa Town , Bahrain

Nationality : India

Visa Status: Valid Family Visa

Marital status: Married

Date of Birth: 01-05-1995

EDUCATION

Diploma Computer Education

2022-2023

G-TECH COMPUTER EDUCATION

2013-2016

UNIVERSITY INSTITUTE OF TECHNOLOGY

BCOM WITH COMPUTER

High School Diploma

2011-2012

ST.STEPHENS HIGHER SECONDARY
SCHOOL , PATHANAPURAM

PROFILE

Analyze balance sheets, manage general ledger accounts, update financial statements, maintain accounts receivable and accounts payable, pay monthly payroll, and prepare financial reports. Accountants, auditors, and junior auditors typically work full-time.

EXPERINCE

SRISTIMEDIA (2022 -2023)

JUNIOUR ACCOUNTANT

SKILLS

Tally

GCC VAT

Ms Office

Data entry

Problem Resolutions

Planing & Organizing

Team Management

Active Lsitening

Good Work Ethic

LANGUAGES

ENGLISH

MALAYALAM