

Sumitha

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**Objectives**



To acquire a position with an international conglomerate that would utilize my vast interpersonal and communicative experience which I have gained over the past years of my education and experience.

**PROFESSIONAL SUMMARY**

**Prabha specialites pvt Ltd,Cochin**

*Accountant* , *2013-2016*

**Warrier & Warrier CA Firm,Cochin**

*Auditor, 2011 - 2013*

**CIS Bureaus facility Services Pvt Ltd,Cochin**

*Accountant assistant, 2010 -2011*

**Educational Qualification**



B com (co operation) ,year2010

PLUS TWO (Commerce),year2007 SSLC, Year 2005.

Passed computer teachers training course,year2008 Completed G-Accontant course ,year 2010

**Computer Skills**

Tally Accounting Knowledge,Buzy,CTTC (computer teachers training course). Microsoft Office.

1.Experienced in working on various financial packages.

1. Well versed with computer operations for day to day work.
2. Proficient in MS- Office and Internet.



**Languages Known**



English, Hindi, Malayalam.

**Work Experience : 6 Years and Above**



**Previous Organizations**

**3. Prabha Specialites Pvt Ltd, Cochin**

Prabha specialities pvt Ltd,is the leading gypsum wall plastering service providers and contractors in india.They are the sole suppliers and importers in natural gypsum power in kerala.

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| **Position Held** | **:** | **Accountant** |
| **Period** | **:** | **Nov' 2013- Aug' 2016** |

***My responsibilities include but not limited to***

prepare and maintain accounts payable & accounts receivables age wise for monthly closings.

keeping touch with HR department for payroll management.

preparing and maintain month wise bank reconciliation statement preparing monthly tax and stock statement.

preparation and processing of sales order and purchase order. posting of all invoices and maintaining ledgers for the same.

preparing month end inventory reports and analyzing the same as per the instructions of the seniors.

Helping management for month end closing of all ledgers. Handling petty cash transactions.

**2. Warrier & Warrier CA Firm**

Warrier & Warrier is a chartered Accountant firm in India,proving servicing like auditing of companies accounts,taxation work of companies etc .They also helping companies to finalization of their accounts.

**Position Held : Audit Assistant**

**Period** **: Nov**' 2011- Oct' 2013

**My responsibilities include but not limited to**



Finalization of companies Accounts.

Internal and external audit of companies.

Helping companies for computing of taxable account. Internal audit of companies for all ledgers and assets

**1 .CIS Bureaus Facility Services Pvt Ltd,Cochin**

**Position Held : Accountant Assistant**

**Period** **: Oct' 2010- Oct' 2011**

**My responsibilities include but not limited to**

Posting of all invoices and maintaining ledgers for the same.

Prepare and maintain accounts payable & accounts receivables age wise for monthly closings.

Preparing and maintain month wise bank reconciliation statement. Preparing and maintain cash flow statement.

Preparation of tax submissions. Handling petty cash transactions. Preparation of Salary Sheets.

Finalization of accounts and preparation of trail balance & P&L A/C.

**PERSONAL INFORMATION**



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| **Visa** | **: Husband Visa** |
| Date of Birth | : 18th Sept 1989 |
| Sex | : Female |
| Nationality | : Indian |
| Religion | : | Hindu |
| Marital Status | : | Married |
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I declare that all information's furnished herein are found to be true and correct to the best of my knowledge.