*CURRICULUM VITAE*

 **SUMI**

**SUMI.360956@2freemail.com**

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# Objective

An enthusiastic, hardworking and self-motivated management professional looking for a challenging position as a dynamic professional which will help to contribute my skills in the best way for the progress of the organization

# Personal Profile

* Good interpersonal, written and oral communication skills.
* Always been a learner with positive attitude towards learning and percolating it through the team
* Team work and managing potential
* Team player with optimism
* Good interpersonal skills to work in a team and adherence to quality

# Work Experience

**Deloitte, Hyderabad**

Tax Consultant, Nov 2016 to March 2017

 The job involves responsibilities such as:

* Examining and Reviewing Financial Records of the organization
* Making adjustments, deductions and credits of the organization
* Maximize efficiency in the completion of work by coordinating with engagement members
* Providing potential clients with detailed information on the process of completing a tax form in a systematic manner

**Sea And Land Shipping Company, Dubai, U.A.E**

Junior Accountant May 2013 to July 2014

The job involves responsibilities such as:­­

* Preparing Invoices, Purchases(LPO), Statement of debtors
* Keep tracking of Creditors
* Preparing bank reconciliation, debtors and creditors reconciliation
* Tracking payments of the client
* Coordination with the customers

#  Academic Credentials

* MBA from SCMS School Of Technology And Management, Cochin, Major- Finance & Minor – Marketing in 2016
* Bachelor’s Degree in Commerce (B.Com) With Computer Application from M.G. University, India, in 2013
* 12th (CBSE) from Gulf Indian High School, Dubai in 2010

***Academic Projects***

* Organizational study on Al Tajir Glass Industries Dubai for a period of 1 month
* Topic: Internet Awareness among college students in Pathnamthitta district during graduation period (2013)

***Extra-Curricular Activities***

* Actively participated in Parivarthana (CSR Activity) which was conducted in many schools on the topic Substance Abuse
* Active participation in Integrated Management Learning Programme (IMLP) presented on various topics
* Won prizes for debate competition

# Computer Skills

* Tally ERP
* MS OFFICE

Word, Excel, Power Point & Access

* INTERNET APPLICATIONS

***Personality & Qualities***

* Excellent decision making power and grasping power
* Excellent communication skills
* Team work and managing potential

 ***Languages Known***

* English
* Hindi
* Malayalam

***Personal Details***

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| --- | --- |
| Date of Birth  | 16/09/1992  |
| Gender  | Female  |
| Marital Status  | Single  |
|  Nationality  | Indian  |
|  |  |

 Visa Status Father’s Sponsorship

***Address For Correspondence***

Permanent address : Kurumthodathil House, Erviperoor P.O, Tiruvalla

***Reference***

Provided on request

# Declaration

I hereby declare that the above information are true and correct to the best of my knowledge and belief.