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**LAYA**

Email - [laya.370682@2freemail.com](mailto:laya.370682@2freemail.com)

**PROFILE SUMMARY:**

* Completed Master of Business Administration in finance (awaiting results) under Mysore University, Karnataka, India.
* Acquired Bachelors in Commerce from Calicut University, Kerala, India.

**PROFESSIONAL EXPERIENCE:**

* Practiced as an article assistant for Chartered Accountants in company named Abraham Thomas and Co., Cochin, Kerala, India from Dec 2013-April 2015.
  + Carried out auditing of firms, trusts and partnership companies
  + Filing of returns for individual, firm and partnership companies
  + Evaluated financial performance of companies and suggested ways to reduce taxes and other unnecessary expenses
  + Assisted in establishing new companies by clearing the legal requirements

**ACADEMIC PROJECTS / INTERNSHIPS:**

**2015 - Master’s Project** **IFIM ISS Bangalore**

Topic - **‘A Study on Inventory Management of Super Spinning Mills Ltd Coimbatore’ , Tamil Nadu, India**.

* Carried out the Inventory Management of the company.
* Analyzed the liability and assets of the company.

**2013 - Bachelor’s Project** **Mar Thoma College, Chungathara**

Topic - **‘An evaluation of the Financial Performance of Nilambur Co-Operative Urban Bank Ltd-with special reference to loans’**

* Analyzed the Financial Performance and the gold loans provided by the Bank.
* Dealt with all loans provided to the Public.

**Internship Agappe Diagnostics Private Limited, Kochi, Kerala, India.**

* Undergone six weeks internship as a part of master’s curriculum on “Financial Management – Working Capital Management”
  + Dealt with current assets and current liabilities of the company and advised the company to maintain 2:1 ratio.
  + Carried out the accounting works of import and export of the company.
  + Engaged in maintaining the day today records of the company.
  + Participated in all the works carried out by the financial department of the company.
  + Dealt with the exchange rates of different countries.

**ACADEMIC CREDENTIALS:**

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| --- | --- | --- | --- |
| 2017 | MBA Mysore  University | IFIM ISS Bangalore, Karnataka | 67.57%  1st & 2nd Sem |
| 2013 | B Com Calicut University | Mar Thoma College, Chungathara,  Kerala | 77.5% |
| 2010 | PUC (10+2) | Little Flower English HSS, Kerala | 76.67% |
| 2008 | SSLC (10) | Little Flower English HSS, Kerala | 84% |

**POSITION OF RESPONSIBILITY:**

* **Deputy School Leader** during 2007-08
* College Batch representative during 2012-13

**COMPUTATIONAL SKILLS:**

* CPIFA- Certified Professional in Indian and Foreign Accounting
  + Advanced Tally. ERP 9.0
  + Advanced QuickBooks
  + Payroll Management
  + Inventory Management
  + MIS Reporting
* **C, C++** programming languages
* Knowledge on Microsoft office tools

# PERSONAL PROFILE:

Nationality : Indian

Date of Birth : 23/01/1992

UAE Visa Status : Tourist visa (3 months)

Marital Status : Single

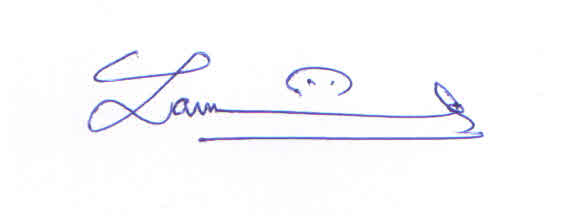
Languages Known : English (read, write and speak)

Malayalam (Native)

Hobbies : Dancing, riding bikes and travelling

###### DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief. I also assure complete dedication and hard work towards the organization if provided an opportunity.



**LAYA**