**SANA .Com M.Com**



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**Professional Objective**

***Professional Accountant***

###### Positions requiring superb academic, Accounting & financial management skills

**Profile**

A result oriented and dynamic self-motivated finance professional with demonstrated expertise in Financial Accounting. Prepares monthly Management Accounts (balance sheet, P&L and cash flow statements). Ratio Analysis, Cash Flow Analysis, MIS Reporting, Cost Control Skill aimed at increasing profits and reducing costs through application of analytical and business development ideas.Ability to effectively plan & coordinate among various divisions as part of a team in an organisation. Ability to meet deadlines. Proficient in using technology to enhance data and information management.Always displays a willing and helpful manner when resolving and analysing and investigating various accounting discrepancies.

**Education and Qualification**

* M.Com (Master of Commerce), *from IGNOU, New Delhi, India. (Year 2012)*
* Post Graduate Diploma in International Business Operation,*from IGNOU, New Delhi, India. (2012)*
* B.Com (Bachelor of Commerce), *from Kannur University, Kerala, India. (Year 2010)*
* Proficient in Computerised Accounting (Tally ERP 9)
* Expertise in MS Word, MS Excel and MS PowerPoint.

**Personal Skills**

* Positive Attitude
* Keen to learn
* Work efficient and effective to meet stringent deadlines.

**Professional Experience**

**Worked as an Accountant**,from Jan 2010 to May 2013, with Fitouts Interior Solutions, Kerala – India.

Fitouts Interior Solutions is one of the leading wood interior products distributor specialised in plywood products.

**My responsibilities in the company are as follows:-**

* Assisting the account manager in a variety of business roles.
* Reconciling the petty cash& bank statements.
* Assisting in the preparation of year end accounts.
* Dealing in purchase/ sales ledger duties , cash book & payroll.
* Performing and preparing quantitative analysis of monthly financial reports (P&L Statements and Balance Sheets) and evaluating analysis of financial performance using various and analytical skills such as Ratio Analysis, Trend Analysis (SALES), Cost- Benefit Analysis.
* Preparing cash flow forecasting and working capital reports.
* Formulating and devising various spreadsheets for financial analysis and management reporting.
* Performing all Administrative Functions related to office.

**Worked as an Accounts Assistant,** from Jan 2007 to Dec 2010, with Sales Tax Consultant, Kerala– India.

**My duties were as follows:-**

* Preparing sales invoices & the upkeep of an accurate accounts filling system.
* Inputting of supplier invoices to the ledger.
* Assist in the preparation of cash flow statements.

**Personal Details**

Date & Place of Birth : 19thMarch, 1990 / Dubai – U.A.E.

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Urdu& Malayalam

Visa : Husband’s Visa

I hereby declare that the above written particulars are true to the best of my knowledge.

**(SANA)**