**SOUMYA**

**CMA QUALIFIED PROFESSIONAL**

**Profile synopsis**:

Dynamic and freshly qualified Cost and Management Accountant (CMA) with extensive knowledge of accounting principles, taxation policies and income tax procedures.

**CORE COMPETENCIES**

* Preparation of Accounts up to Finalisation.
* Preparation of Cash flows.
* Accounts Payable & Receivable management.
* Advanced MS Excel.
* Multitasking.
* Producing accurate monthly financial reports.
* Accounting and Compliance of VAT.
* Financial Statement Analysis.
* Flexible Team player.

**EXPERIENCE**

**General Trading Co based in Sharjah**

**General Accountant Oct 2018 – Present**

 Manage obligations to suppliers, customers and third-party vendors

 Process bank deposits

 Reconcile financial statements and bank statements.

 Prepare, send and store invoices

 Contact clients and send reminders to ensure timely payments

 Submit tax forms

 Identify and address discrepancies

 Report on the status of accounts payable and receivable

 Update internal accounting databases and spreadsheets

* Processing salaries and other bill payments.
* Handling petty cash
* Review and approval of payroll
* Conducting Stock audit.
* Asset verification and updation
* Tracking and controlling related party transactions
* Document control
* Cost determination and analysis of import purchases.

**Ernakulam Women s Association**

Dewan s Road, Ernakulam, Kerala, India

**Junior Accountant March 2017 – Feb 2018**

• Processed all payroll entries and reports for employees.

• Reviewed GL entries for accuracy and to determine completeness.

• Reviewed and reconciled month end totals ensuring timely and accurate reporting of all financial information.

• Performed debit, credit and total accounts on computer spread sheets/databases, using specialized accounting software.

• Reviewed and reconciled month end totals ensuring timely and accurate reporting of all financial information.

• Created and submitted invoices according to the financial schedule.

• Provided assistance in preparing monthly financial statements.

• Gathered information and entered data into computer system.

• Supplied detailed tax documentation needed to submit accurate corporate returns.

• Completed administrative tasks such as record keeping, writing correspondence and gathering materials.

• Reviewed accountants book entries to ensure accuracy of the G/L.

• Managed accounting operations, accounting close, account reporting and reconciliations.

* Supervising, verifying, allocating, Posting and reconciling accounts payable.
* Clarify and questionable invoice items, prices or receiving signatures.
* Supervising month end year end close process.
* Managing accounting assistants and proper filing of Journal, AR, AP and Fixed Assets vouchers.
* Computation of Employees Leaves and end of service benefits.

**CERTIFICATION**

* Certified in MCFA with Department of IT Research & Training Sector, Kochi, Kerala, India
* Certified in Computer Training with Centre for Information Technology, Cochin Chapter, Kerala, India
* Eligible to be Assistant Professor under University Grants Commission, National Educational Testing Bureau, New Delhi, India

**ACADEMIC AND TECHNOLOGY DETAILS**

* CMA (Cost and Management Accountant) Feb 2018
* Master Degree in Commerce March 2017
* Bachelor Degree in Commerce March 2014
* Tally (ERP) • Microsoft Office • Peachtree (Beginner) • Proficient in MS Excel
* Experience in using Comrade Software.

**PERSONAL PARTICULARS**

* Date of Birth : 20 March 1994
* Gender : Female
* Marital Status : Married
* Citizenship : Indian
* Visa Status : Company Residence Visa
* Languages Known : Malayalam, English, Hindi, Tamil, French ( Beginner)

**Contacts**

**Email Address**  : [soumya-396327@2freemail.com](mailto:soumya-396327@2freemail.com)

**Mobile Number** : +971504753686 / +919979971283

**Reference** : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

**YouTube Video CV**

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

**View My CV on Gulfjobseeker.com CV Database**

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

**Chat with me Live on Zoom**

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**DECLARATION**

I, hereby solemnly ensure that all the information furnished above is true to the best of my knowledge.

Place: Dubai

SOUMYA