



## SUMAIYA

+971505657275

Suma-406016@2freemail.com

Single

21 Years Old

UAE Visit Visa

## EDUCATION

Bachelors of commerce  
(Autonomous) [GPA-  
8.97]

## SKILLS

Familiar with the  
software's like QuickBooks,  
Tally ERP & Tally Prime.

Enthusiastic towards my  
duty Multitasking

Teamwork

Active Listening

## LANGUAGES

English

Hindi

## HOBBIES

Reading

Sketch

## ACCOUNTS ASSISTANTS

Energetic employee well-versed in organization skills. Committed to seeking solutions to problems and applying extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects. Always prepared to learn new things and growing skills together with the company.

## EXPERIENCE [2 YEARS]

### 1. Wiser Tax Consultancy services -Junior Accountant

[January 2022 to February 2023]

Perform data entry to input financial transactions into accounting systems

Preparing and verifying invoices.

Handle accounts payable and receivable duties.

Maintain accurate and organized financial records

Assist with bank reconciliations

Assist in the preparation of financial reports

Maintain organized and complete financial records for audits and review as per the instructions.

Filing of Nil and Bills Purchase on basis of monthly & quarterly.

Ensure timely bank payments

Manage to prepare Balance sheets and profit/loss statements as per CA's instructions.

Income Tax Return filing of Individuals.

TDS Return preparation and return filing.

### 2. Seth Wala Corporation - Accountant & Admin

[March 2023–December 2023]

Recording Taxable Purchase and Non Taxable purchases in Tally Prime Software.

Assist in Petty Cash and recording every transactions.

Respond to inquiries from vendors, customers, and internal staff.

File and maintain accounting documents and records. Support other accounting team members as needed. Greeting and Assisting clients and visitors.

Depositing & Clearing check of debtors and creditors.

Maintaining commercial invoices, daily accounts, receipts and other documents.

Following all the printings and organizing works as per the instruction.

Performing regular housekeeping activities to maintain an effective and organized financial systems.