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**LAYA**

Email - 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**