|  |  |
| --- | --- |
| *CA. Sumayya Beevi .T. P*  **M.Com, FCA**  **Chartered Accountant** |   **Mobile : 88486 25684** **: 8606917565****Personal Mail : sumu@icai.org** |
|  |  |

|  |
| --- |
|  |

* **Insightful experience over 15 years in Accounts , Audit& Tax matters**
* **Expert and experienced in Income tax matters**
* **Skilled and experienced in the preparation of Books of Accounts both manual and computerized.**
* **Expert in the preparation of Project Reports.**
* **Well versed in understanding client’s business and skilled in Tax Audits as well as Statutory Audits.**
* **Skilled and experienced in preparing specified audit programme for clients having different status.**
* **Adept at managing audit team to work in sync with client’s system of accounting and work atmosphere.**
* **Proficient in preparing Letters to Revenue Authorities as well as to Tribunals.**
* **Possess interpersonal, communicational and organizational skills in client relationship management and always give suggestions to management/accounting team.**

 **PROFESSIONAL EXPERIENCE**

|  |  |
| --- | --- |
| **Al Shifa Super Specialty Hospital , Edappally, Kochi-24** |  |
|  | Finance Manager (From 18-10-2015 to till date) |
| **JOB RESPONSIBILITIES** |  |
|  |  |
|  |  |

* Finalization of Books of Accounts of all the Hospital & Trust
* Verification & approval of payments on a daily basis
* Preparation of & Monthly Budgets and verification of variance with the actuals.
* Co-ordination od Work of office staff : Accounts& Billing
* Preparation of Daily Reports on Payments both Cash and Bank directly to MD
* Preparation and presentation of fund requirement along with the available source therefor

Directly to MD in writing.

* Guiding and managing Accounts Assistants
* Preparation of Projected / Provisional Statements and other reports to Banks and certification of the same.
* Attending hearing with , Income Tax/VAT Authorities,
* Co-ordination of Auditors, Bankers etc.
* Verification and approval of entries in the Books-Tally ERP 9
* Pay Roll Management.
* E-Filing of Income Tax Returns-Individuals-MD & other Doctors/GM
* E-Filing of Monthly KVAT Return
* Efiling of Luxury Tax Return
* Making E-payments to : TDS, Advance Tax, KVAT, Luxury Tax, Electricity Bills, Telephone Bills, Credit Card Payments etc.

|  |  |
| --- | --- |
| **Flora Group:** **Flora Villas & Apartments India (P) Ltd., Flora Heritage & Convention Centre (P) Ltd., Flora Island Ayurvedic Resorts (P) LTD., M/s Ruby Motors** |  |
|  | Sr.Manager Accounts (02 September, 2013 to 30 September 2015.) |
| **JOB RESPONSIBILITIES** |  |
|  |  |
|  |  |

* Preparation and presentation of Weekly Reports/Monthly Reports of Financials to the Board of Directors abroad-UAE
* Verification & approval of voucher & payments
* Creation of Vouchers for the New Projects
* Guiding and managing Accounts Assistants
* Preparation of Projected / Provisional Statements and other reports to Banks and certification of the same.
* Attending hearing with , Income Tax/VAT Authorities,
* Co-ordination of Auditors, Statutory as well as Internal and that of Company Secretary
* Verification and approval of entries in the Books-Tally ERP 9
* Verification & approval Contractors’/Suppliers’ payment Statement.
* Pay Roll Management

|  |  |
| --- | --- |
| **BCG Group-BCG Builders, BCG Estates & Builders (P) Ltd., BCG Health Care (P) Ltd. Etc. , Palarivattom , Kochi**  |  |
| **Title** |  Head - Accounts & Taxation (25 May , 2010- 31 August 2013) |
| **(Continued as Tax Consultant for BCG Health Care : ARTH Homoeopathy, Veda Vudyasala and Soothikasree Projects till 31-07-2015)****JOB RESPONSIBILITIES** |  |
|  |  |
|  |  |

* Accounts Finalization
* E-Filing of Returns- VAT Returns, Service Tax Returns, IT Returns for Directors etc. and computation thereof
* Verification & approval of voucher & payments
* Guiding and managing Accounts Assistants
* Preparation of Projected / Provisional Statements and other reports to Banks and certification of the same.
* Attending hearing with VAT, Income Tax Authorities,
* Co-ordination of Auditors, Statutory as well as Internal and Lawyers
* Verification and approval of entries in the Books-Tally ERP 9
* Verification & approval Contractors’/Suppliers’ payment Statement.
* Preparation of Project Reports-Financials of New Projects

|  |  |
| --- | --- |
| **Ravenbeck Telecommunications India (P) Ltd. – Vyttila, Kochi**  |  |
| **Title** |  Manager Accounts & Finance (01 November, 2009- May , 2010) |
| **JOB RESPONSIBILITIES** |  |
|  |  |
|  |  |

* Verification and finalization of Books of Accounts
* Preparation of Pending List on monthly/per collection basis
* Preparation of Confirmation Letter to Debtors
* Guiding and managing Accounts Assistants
* Filing of TDS Returns and computation thereof
* Filing of Service Tax Returns and computation thereof
* Preparation of Projected / Provisional Statements and other reports to Banks
* Providing information to Sales Tax Consultants
* Providing Information to Auditor, Statutory as well as Internal
* Preparation of Various Reports to the Reporting Authority on time

|  |  |
| --- | --- |
| **Puthedath Group – Vyttila, Kochi** |  |
| **Title** | Accounts Manager (2008- Oct, 2009)-Part Time |
| **JOB RESPONSIBILITIES** |  |
|  |  |
|  |  |

* Verification of Accounts
* Controlling and managing Accountants Assistants
* Filing of TDS Returns and computation thereof
* Filing of Service Tax Returns and computation thereof
* Preparation of Projected / Provisional Statements and other reports to Banks
* Providing information to Sales Tax Consultants
* Submitting Reports to the concerned regarding Negative Stock and other serious matters
* Providing Information to Auditor

|  |  |
| --- | --- |
| **.Srinivasan.F.C.A., Eranakulam** |  |
| **Title** | Auditor on Contract Basis – 2008- Jan, 2010 |
| **JOB RESPONSIBILITIES** |  |

* Undertake Audit from Trial Balance to Filing and Accounts work from preparation of Books of Accounts to Finalization on Contract basis
* Preparation and Finalization of Financial Statements, including Notes to Accounts, Deferred tax calculation, Cash / Fund Flow Statements etc
* E-filing of IT Returns, and FBT , TDS, and Service Tax Returns
* Preparation of VAT Returns such as 13A and its annexures
* Preparation and filing of ROC Return
* Preparation of Reply letters to Letters / Notices from Income Tax Department/ Tribunal

|  |  |
| --- | --- |
| **R.Srinivasan.F.C.A., Eranakulam** |  |
| **Title** | Audit Manager (2004-2008) |
| **JOB RESPONSIBILITIES** |  |

* Preparation and Verification Financial Statements
* Preparation and Filing of Returns (Both E-filing and Paper Returns)
* Guiding and supervising Junior Staff as well as Audit Clerks
* Accounting (Computer(Tally/Busy) / Manual)
* Scrutiny of Ledger Accounts
* Bank Reconciliation
* Preparation of Project Reports for those applying for Loans and Advances

|  |  |
| --- | --- |
| **P.S.Ramachandran&Co, Kadavanthra, Cochin - 20** | **July, 1999- April, 2004 (Inc. Article ship 1999-2002)** |
| **Title** | Audit Assistant  |
| **JOB RESPONSIBILITIES** |  |
|  |  |

* Vouching and verification of Invoices, vouchers and other documentary evidences
* Reconciliation of Bank Statements
* Ledger Scrutiny
* Checking posting, and casting of Books of Accounts those prepared manually
* Assisting Bank Audits (4times)
* Preparation of Financial Statement including Cash/ Fund Flow Statements
* Visiting Clients Premises in connection with Audits
* Submitting periodic Reports as well as Flash Reports to the Principal

 **EDUCATIONAL QUALIFICATION**

|  |
| --- |
|   |
| Training ProgrammeCourse General Management & Communication Skills (GMCS)Institution ICAI, ErnakulamPeriod 23/11/2009-10/12/2009 |
|  |

|  |
| --- |
|  |
| **Professional**  **CA (Final)/June/2009**Institution ICAI  |
|  |
| **Professional**  **CA (PE -II)**Institution ICAI  |

|  |
| --- |
|  |
| **Article ship Training**  Principal Mr. (Late) P S Ramachandran, CA, Kochi.  |

|  |
| --- |
|  |
| **Post Graduation** **MCom**University M.G.University, Kottayam, Kerala  |
|  |

|  |
| --- |
|  |
| **Graduation** **BCom**University M.G.University, Kottayam, Kerala  |
|  |
| **Pre Degree Commerce Group**University M.G.University, Kottayam, Kerala |
|  |
| **SSLC**Institution Panangad High School, Panangadu, EranakulamBoard Kerala Board of School Exams  |
|  |

**COMPUTER SKILLS**

|  |  |
| --- | --- |
| **Operating Systems**  | **Packages** |
| * Windows 95/98/NT/2000
* Windows 08
 | * Ms Office
* Tally ERP 9.0
 |

**Soft Skills**

* Solid organizational, Management, Interpersonal skill
* Flexible, readily adaptable to changing conditions and demands.

|  |
| --- |
|  **PERSONAL DETAILS** |
| NameAddress |  Sumayya Beevi T.P. Thekkeveettil, Nettoor P O Ernakulam-682 304 Kerala, India. |
| Age | 37 |
| Sex | Female |
| Marital Status | Single |
| Nationality | Indian |
| Languages Known | Malayalam, English, Hindi |

|  |
| --- |
|  |

**Hobbies**

Listening to Music, Travelling & Reading Books

####

####  References

1. **Mr.Sanu Faizal**

Thoppil House, Aroor

Alappuzha

Ph No.90371 98325

1. **C A Sreejith**

Managing Partner,

CA Sreejith & Associates,

 Chartered Accountants, Ernakulam

 Ph.No.98954 09464