

Finance & Accounts Management Professional

ARYA SUNNY

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CAREER OBJECTIVE: -

Seeking a suitable position in an organization where I get an opportunity to utilize my experience, talent and administrative skills in the field of accountancy and implement my creative ideas in an organization where there is an ample scope and growth for organization as well as individual development.

CAREER SUMMARY: - Over 3 years of expertise in

- Accounts Payable & Receivable
- Management Reporting
- Month End Accounting
- Inventory Management
- Cash Management
- Budgeting & Cost Control
- Financial Reporting
- Team Management
- Audit Preparation

EDUCATION & CREDENTIALS: -

Master of Commerce, (International Business Operations)

Indira Gandhi National Open University, New Delhi, India (2015-2017)

Diploma in Financial Accounting, (DFA)

IIIT, Kottayam, Kerala, India (2015)

Bachelor of Commerce, (Co-operation)

Mahatma Gandhi University, Kerala, India (2012 - 2015)

Higher Secondary Course Certificate

St. Mary's Higher Secondary School, Kerala, India. (2010-2012)

ADDITIONAL SKILLS: -

Accounting Software: Tally, Peachtree and Quick book.

Packages: MS-Office (Excel, Word, Power Point & Access)

CAREER REVIEW: -

1. MATHEW M.T (Chartered Accountant)

Accountant & Audit Assistant

Kerala, India (May 2016 – till date)

Duties and Responsibilities: -

- ❖ Handling all financial aspects of the company, monitoring of accounts payable and receivable.
- ❖ Reviewing monthly debtors report after reconciliation & ensuring adequate security deposit as per company policy.
- ❖ Generating weekly, monthly, quarterly route performance reports compared to budget and previous year and reporting to management.
- ❖ Manage accounting files and documents.
- ❖ Reviewing and preparing monthly reconciliation for major balance sheet accounts and assess the accuracy and the reasonableness of those balances.
- ❖ Preparing operational cash flows and submission on monthly basis to ensure the proper funds available to meet the financial commitments.
- ❖ Prepare petty cash and other duties.
- ❖ Enter customer payments into system on the daily basis.
- ❖ Prepare invoices, reports and supplier's payments.
- ❖ Total past due invoices weekly & monthly reports to manager.
- ❖ Prepare and maintain purchase records, reports and price lists.
- ❖ Prepare accounts payable and receivable age wise account statement and analysis.
- ❖ Manage timely and accurate payment of rent in accordance with contracts.
- ❖ Maintaining the payroll of employee.
- ❖ Assist with audit preparation and end of year closing.
- ❖ Formulate and review cash and bank payments vouchers, invoices, bank transfer, leave salaries, end of services, leave tickets depreciation journal entries etc...
- ❖ Generate income and expenses statement.
- ❖ Responsible from general accounting till the finalization of accounts.
- ❖ Track all money received and prepare deposits.
- ❖ Coordinating bank related works.
- ❖ Other Ad - hoc duties as assigned.

PERSONAL PARTICULARS: -

Date of Birth : 23 September 1993
Nationality : Indian
Gender : Female
Marital Status : Single
Language Known : English, Malayalam and Hindi
Permanent Residential Address : Thandasseril (H), Thiruvanchoor,
Kottayam, Kerala, India

DECLARATION: -

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

ARYA SUNNY