

RESUME

Soumya S Nair

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OBJECTIVE

Desire to reach the pinnacle of my career in a company that provides new and different challenges from which I can continuously learn and assist in the development of the company with all my zest and vigor.

PERSONAL OVERVIEW

I believe in the qualities of self-esteem, optimism, patience, determination and hard work. I believe in continuous improvement and practice it at all levels of my work and in my day-to-day life and

- ❖ Ability to deal with people through excellent communication.
- ❖ Ability to handle office works.
- ❖ Able to learn more and willing to adopt new ideas.
- ❖ Able to deal with both clients and employer's concerns.
- ❖ Self – motivated and hardworking.

PROFESSIONAL EXPERIENCE

❖ Experience:- 15 Years

- ❖ Shwas Homes Pvt. Ltd. as Senior Accountant from June 2006 to Dec 2008 (2 Years and 6 Months)
- ❖ Jewel Homes Pvt. Ltd. as an Accountant from Feb 2009 to March 2010 (1 Year and 1 Month)
- ❖ Lals Software Services Pvt. Ltd. as an Accountant from April 2010 to September 2020 (10 Years and 6 months)
- ❖ Silpa Projects Pvt. Ltd. as an Accountant from October 2020 to March 2021(6 Months)
- ❖ Presently working with ABM Civil ventures Pvt. Ltd as an Accountant from April 2021 to till date

Continued Page "02"

QUALIFICATION

- ❖ Completed B. Com from Kerala University.

COMPUTER KNOWLEDGE

- ❖ **Packages ERP** : Tally Accounting & Inventory Software, Buildsmart Software, Quick Books, MS-Word, MS-Excel

CAREER SUMMARY, DUTIES AND RESPONSIBILITIES

- ❖ Responsible for daily office routine works.
- ❖ Handling day to day Sales and Purchases & maintaining Registers
- ❖ Handling Bank & Cash Book and Cash deposition
- ❖ Preparation of Journal Voucher Entry
- ❖ Preparation Bank Reconciliation Statement
- ❖ Preparation and Payments of Payroll & Wages
- ❖ Ensuring proper Data Entry and maintenance of books of accounts of Debtor's Bills Collection and Releasing Payments of the Creditors after evaluation of their Ledger Accounts.
- ❖ Coordinating Accounts Department
- ❖ Proper filing of documents in their respective files
- ❖ Generating of Management Information Reports like Debtor's Ageing summary, Daily Purchase Sales Summary, Collection Analysis, Cash Flow, Salesman's wise Profitability etc. in spread sheet.
- ❖ Monthly closing of Accounts, which includes Scrutiny of all Entries made during the month and pass necessary rectification entries, if any, with the permission of the Management. .
- ❖ Submitting all the Reports to the Management, i.e., Trial Balance, Profit & Loss A/c, Balance Sheet and all other Related Reports through Accounting Software.
- ❖ Worked in a team environment

PERSONAL DETAILS

Date of Birth : 21st May 1985
Sex : Female
Nationality : Indian
Languages Known : English and Malayalam
Marital Status : Married
Address : Ayyankuzhi Madom, Chottanikkara P.O,
Ernakulam - 682312, Kerala

I here by certify that the details provided by me here in above are true and fair to the best of my knowledge & belief.

Place : Chottanikkara

Date : 2nd Nov 2021

Soumya S Nair