

**CONTACT NO.**

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PERMANENT ADDRESS

D/O SAID DAVOOD
VADAKKEPARAMBU HOUSE
KAIRADY POST
PALAKKAD - 678510

CURRENT LOCATION

D/O SAID DAVOOD
POOKKATIRI
VALANCHERI
MALAPPURAM - 679325

PERSONAL DATA

DATE OF BRITH

- 28/01/2001

GENDER

- FEMALE

NATIONALITY

- INDIAN

LANGUAGE KNOWN

- MALAYALAM
- ENGLISH
- TAMIL

SUMAYYA S

abhiyakkutty@gmail.com

OBJECTIVE

To be associated with a progressive organization that gives scope to apply my knowledge and skills and to be part of a team that dynamically works towards the growth of the organization in short period.

EXPERIENCE**ACCOUNTANT (6/2022 TO PRESENT)**

SURES SAFE TECHNOLOGIES PVT.LTD UNDER PAVIZHAM GROUP OF COMPANIES.

- Here I handled key of responsibilities of taking care of accounting entries to finalize book keeping.

INTERNSHIP

3 months virtual internship program as professional accountant from innmakes learning hub (2023)

- MS office projects
- GST projects (GST filings and transactions)
- Tally projects
- GCC vat projects (F.T.A filings and transactions)
- Zoho books projects

INTER PERSONAL SKILLS

- GOOD COMMUNICATION SKILLS
- PROBLEM SOLVING
- QUICK LEARNER
- GOOD LISTENER
- SINCERITY

HOBBIES

- TRAVELLING
- READING
- SINGING
- WRITING

ACCADEMIC QUALIFICATION

- DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING – 2022
- B.COM FINANCE (CALICUT UNIVERSITY – 2018 TO 2021)
- PLUS TWO -2016 TO 2018
- SSLC - 2016

PROFESSIONAL SKILLS

- TALLY ERP9 AND TALLY PRIME
- MS OFFICE (Excel , Word , Power point)
- Peachtree
- QuickBooks
- Zoho books
- Payroll management
- GST filings
- FTA filings
- GCC VAT

DECLARATION

I hereby declared that the foregoing information related to me are true and correct in my best of knowledge and belief.