



SUMAYYA AYOOB

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Dubai, UAE

ACADEMIC CREDENTIALS

- 2020 **MASTER OF COMMERCE - FINANCE AND TAXATION**
 - M G University
- 2018 **BACHELOR OF COMMERCE - FINANCE AND TAXATION**
 - M G University
- 2015 **HIGHER SECONDARY**
 - Board of Higher Secondary Examination Kerala, India
- 2013 **SSLC**
 - Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office	★★★★★
Tally	★★★★★
Basic Operations	★★★★★
Internet & Email	★★★★★

CERTIFICATES

- Certificate Program in Banking & Finance,
 - Conducted By ASAP Kerala
- Professional Diploma in Computerized Financial Accounting (PDCFA)
- Account Executive – Goods and Service Tax (GST)
 - Conducted By ASAP Kerala

PROFILE SUMMARY

As a highly skilled and detail-oriented **accountant** with 2years of experience, proficient in financial analysis, reporting, and tax compliance. Possess a deep understanding of accounting principles and practices, along with extensive knowledge of financial regulations and standards. A dedicated leader with the ability to lead effective teams in attaining profit improvement. Seeking a challenging position as **administrator/receptionist /back-office work /teaching** in a reputed organization where use my skills and experience.

KEY SKILLS

Team Work

Work Ethic

Effective Listening

Record Keeping

Customer service

Problem solving skills

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

EMPLOYMENT CHRONICLE

ACCOUNTANT | Aug 2021- Apr 2023

PRECISE LIMBUS EYECARE HOSPITAL, PATHANAPURAM, KERALA, INDIA

KEY RESPONSIBILITIES

- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Filing and remitting taxes and other financial obligations
- Initiating and managing financial and accounting software used by the company.
- Finalization and auditing of accounts.
- Preparing and posting all the monthly Journal Entries, Accrual posting,
- Prepaid entries and monthly GL reconciliations.
- Preparing Monthly Bank reconciliation for multiple banks.
- Expenses are Capitalized in accordance with the company policy.
- Carrying out Inter-Company reconciliation on month and quarter basis.

PROFESSIONAL SKILLS

- Accounting
- Bank reconciliation
- Payable and receivable entry
- Ledger reconciliation
- Payroll Management
- Cash flow management
- Assets Manage Taxation /GST / Return
- Reconciliation Petty Cash
- Cost analysis
- Quantitative data skills
- Budgeting skills
- Inventory management

LANGUAGES KNOWN

English	<div></div>	100 %
Malayalam	<div></div>	100%
Hindi	<div></div>	80 %
Tamil	<div></div>	80 %
Arabic	<div></div>	40 %

INTERESTS



Songs



Travelling



Reading

REFERENCE

- Available upon request

INTERNSHIP

Banking and finance

- Kerala Gramin Bank |2 months

GST Account executive

- New Man Associates |3 month

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 06/04/1998
Nationality	: Indian
Marital Status	: Married

PASSPORT DETAILS

Passport Number	: M5926051
Date of Expiry	: 10/10/2032
Place of Issue	: Trivandrum

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SUMAYYA AYOOB