

# Soumya S

Sharjah, UAE

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A dedicated accountant strong background in finance and accounting methodologies and practices. Diplomatic and tactful skilled in interpersonal interaction. Well versed in MS Office, tally, and have a good working knowledge of SAP. A quick decision-maker, flexible and adaptive.

Expert preparing MIS report revenue billing, TDS, VAT, and PDF. Knowledge of identifying and correcting discrepancies.

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□ **Office Asst & Data Entry (2020 to 2022)**  
(Ravabi Hyper Market, Ajman)

- Data Entry (*jul-2019 to sep-2020*)  
(Al Madeena Hyper Market, Ajman)
- Asst Accountant (*2017 to 2019*)  
(Al Saqar Hyper Market, UAE)
- Cashier & Accountant (6 Month)  
(Grand Hyper Market, Ajman)

□ **Data Entry Operator (2014 To 2015)**  
( Engineering Collage Karunakapalli)

- Billing & Accountant (1 year)  
(PGS Medical , Kollam)
- Billing & Accountant (2 Year)  
(Vinaya Publicity Agency , Kollam)
- Billing & Accountant (2 Year)  
(Printech Polymers , Kollam)

- Diploma in Financial Accountant
- Women's I.T.I, Kollam
- Higher Secondary, NIOS Kollam
- SSLC, Govt HSS Koickal, Kollam

\*Monitored and maintained a daily account for daily sales cash transaction

\*Maintained general ledger and books of account up to the final account and balance sheet

\*Identified potential problems, excessive spending, and solution

\*Preparation and input of month end journal voucher

- \*Preparation of debtor and creditors
- \*Preparation of various report for senior accountant
- \*Entering stock items
- \*stock analyzing
- \*comparison purchase and sale
- \*Inventory monthly and annually
- \*maintain GP
- \*maintain products margin



- Tally ERP (Prime)
- Peachtree
- Excel (Advanced)
- Sap & Dynamic



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- English : Full Professional proficiency
- Hindi : Full professional proficiency
- Malayalam : Native proficiency
- Tamil : Full professional proficiency



Name	: Soumya S
DOB	: 22-5-1990
Sex	: Female
Nationality	: Indian
Marital Status	: Married
Visa Status	: spouse visa
Passport Number	: P0253625



I, Soumya S, hereby declare that all details given above are true to the best of my knowledge and belief.

**Place: Sharjah**

**Soumya S**