



SOUMYA RAJENDRAN

CMA PROFESSIONAL

CAREER OBJECTIVE

Management and finance professional with 6+ years of experience seeking a challenging position in a reputable organization to expand my learnings, knowledge, and skills, while making a significant contribution to the success of the company.

PROFESSIONAL EXPERIENCE

October 2022–Nov 2023 | KBC Group, Dubai, UAE

Senior Accountant

- Managing Group of Companies – Fitout Contracting, Glass Installation & Joinery.
- MIS report submission to the concerned authority.
- Assist in the preparation of the revenue forecasting.
- Assist in the preparation of monthly forecasts.
- Assist in monitoring performance indicators.
- Co-ordinate with Operations and General management.
- Monitor aging accounts receivable as appropriate.
- Performing accounting duties throughout the project, such as preparing invoices, estimating cash flow, and review of purchase orders.
- Review record of all project finances for internal/external auditing and tax purposes.
- Preparing cost analyses by interpreting projects' financial data and information.
- Developing and maintaining strong relationships with vendors and suppliers.
- Keeping abreast with both the construction and accounting industry.
- Audit all accounts against contractual terms, budgets, and time schedules
- Accounts Payable and Accounts Receivables reconciliation.

November 2020–August 2022 | RSN Consultancy, Dubai, UAE

Accountant

- Prepare financial analysis for new ventures, partnerships, and inventory.



(+971) 58 157 8053



soumya.rajendran2003@gmail.com



linkedin.com/in/Soumya-rajendran-0a089516a/

EDUCATION

- Pursuing ACCA
- 2018 Qualified CMA
- 2017 Master's in Finance & Taxation
- 2014 Bachelor's in finance & Taxation

RELEVANT SKILLS

Financial Reporting

VAT Exposure

General Business knowledge

Accounting Software – Tally, Zoho Books, Quick Books, Comrade

Leadership abilities

Communication Skills

Adaptability and Flexibility

Microsoft Office

Time Management

Analytical Ability

- Present cost-benefit analysed data to leadership and interprets financial information.
- Maintain and oversee accounting procedures and processes.
- Follow and comply with Generally Accepted Accounting Principles (GAAP) for financial statements.
- Record and research financial risks information for analysis.
- Determine cost-effective alternatives for current and future projects.
- Advise senior leadership based on financial data.
- Prepare and propose budgets based on financial research.
- Analyse company project performance and ROI.
- Audit projects using GAAP and best practices guidelines.
- Oversee and organize financial management of existing projects.
- Implement plans to lower costs.
- Compile and present financial forecasts.
- Advise and reduce financial risks.

Clients handled:

- IXORA GENERAL TRADING LLC
- BORNA MEDICAL LASER SPA
- USMS GROUP
- HOME DINER RESTAURANT
- AYURVEDA R US

Other audit works and VAT registration, de registration & refunds.

October 2018–January 2020 | Al Nibras General Trading LLC,
Sharjah, UAE

General Accountant

- Manage obligations to suppliers, customers, and third-party vendors
- Process bank deposits
- Reconcile financial statements and bank statements.
- Prepare, send, and store invoices
- Contact clients and send reminders to ensure timely payments
- Submit tax forms
- Identify and address discrepancies
- Report on the status of accounts payable and receivable
- Update internal accounting databases and spreadsheets
- Processing salaries and other bill payments.
- Handling petty cash
- Review and approval of payroll
- Conducting Stock audit.
- Asset verification and updating
- Tracking and controlling related party transactions
- Document control
- Cost determination and analysis of import purchases.

Critical Thinking

Reconciliation

CERTIFICATIONS

Certified in MCFA with Department of IT Research & Training Sector, Kochi, Kerala, India

Certified in Computer Training with Centre for Information Technology, Cochin Chapter, Kerala, India

Eligible to be Assistant Professor under University Grants Commission, National Educational Testing Bureau, New Delhi, India

PERSONAL SKILLS

Date of Birth : 20 March 1994

Gender : Female

Marital Status : Married

Citizenship : Indian

Visa Status : Dependent Visa

Languages : Malayalam, English, Hindi, Tamil, French (Beginner)

March 2017–Feb 2018 | Ernakulam Women s Association, Kerala,
India

Junior Accountant

- Reviewed GL entries for accuracy and to determine completeness.
- Reviewed and reconciled month end totals ensuring timely and accurate reporting of all financial information.
- Performed debit, credit and total accounts on computer spread sheets/databases, using specialized accounting software
- Supplied detailed tax documentation needed to submit accurate corporate returns.
- Completed administrative tasks such as record keeping, writing correspondence, and gathering materials.
- Supervising, verifying, allocating, Posting, and reconciling accounts payable.
- Clarify and questionable invoice items, prices or receiving signatures.
- Supervising month end year end close process.
- Managing accounting assistants and proper filing of Journal, AR, AP and Fixed Assets vouchers.
- Computation of Employees Leaves and end of service benefits.