

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

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- 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