

# RESUME

## SUMI MOL P. T

Nationality : Indian  
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### **OBJECTIVE :**

To work in an esteemed organization that would facilitate the maximum utilization of my learned and acquired skills to contribute positively to the organization.

### **WORK EXPERIENCE :**

#### **Designation : Accountant Cum Sales Head**

#### **Priyanka Motors (Hero Showroom), Pathanamthitta**

**Duration (2018 April – 2019 July)**

- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Managing fund position and monthly verification of financial statements.

#### **Designation : Accountant**

#### **George Sons & Co., Adoor**

**Duration (2017 March – 2018 March)**

- Accounts Receivable Functions Which Includes Maintaining Customer Records, Generating And
- Sending Statement To Customers, Follow Up For Payments, Collection, Posting And Reconciliation Of Accounts.
- Monitor Customer Account Details For Non-Payments, Delayed Payments, Resolve Payment Discrepancies And Other Irregularities / Adjustments.
- Day To Day Banking Activity Coordination.
- Preparing Financial Informations For Management And Departments Within The Organization.
- Examine Accounting Records, Preparing Financial Statements And Reports.
- Examine Financial Accounts, Records And Preparing Income Tax Returns From Accounting Records.
- Book keeping And Payroll

- Maintaining And Following Receivables And Payables
- Petty Cash Management
- Preparing And Providing Supporting Documents For Audits
- Preparing Month End Closing Statement And Year End Closing

### **Designation : Junior Accountant**

#### **MGM Tally Academy, Pathanamthitta**

**Duration (2015 August – 2016 July)**

MGM Tally Academy is the one of the leading Educational and Accounts consulting firm in Kerala India, The job profile includes:-

- Working with management on planning organizational needs.
- General administrative service.
- For providing comprehensive administrative service including budget and financial management.
- Develop and implement document record keeping and accounting system, using computer.
- Reconciliation.
- Sales analysis.
- Monthly analysis of P&L, Balance sheet.
- Payables/receivables.
- Handle cash book, general ledgers.
- Prepare cash voucher, payment voucher.
- Prepare the delivery note.
- Preparing the invoices.
- Maintain petty cash book, bank entries, Purchase & Sales ledger.

### **Designation : Accounts Trainee**

#### **Jose Maruthethu & Co (Chartered Accountant)**

**Duration (2014 October - 2015 July)**

Jose Maruthethu & Co. is one of the leading Chartered Accountants in Kerala India; The job profile includes:-

- Managing fund position and monthly verification of financial statements.
- Analysis of sales and purchase for various clients.
- Preparing cash flows and budgets.
- Sale tax and income tax.
- Professional assistance for auditing.
- Bank, cash transaction & reconciliation.
- General administration on day to day works and job distribution.
- Finalization of Accounts.
- Handle cash book, general ledgers.
- Prepare cash voucher, payment voucher
- Payables/receivables

**EDUCATIONAL QUALIFICATION :**

COURSE	NAME OF THE INSTITUTION	YEAR OF PASSING
M. Com	M.S University (Holy Matha College of Arts & Science - Adoor)	2016
B. Com (Computer Application)	M G University (V N S College of Arts & Science - Konnappara, Konni)	2013
Plus Two (Commerce)	Board of Higher Secondary Education (Govt. of Kerala)	2010
SSLC	Board of Public Examination (Govt. of Kerala)	2008

**PROJECT :**

Subject : Stress Management  
Firm : Rehabilitation Plantation Limited, Punalur - Kerala.  
Team Size : 3  
Duration : 6 Months

**STRENGTHS :**

- Having experience as Accounts Trainee and Junior Accountant for 2 years
- Strong analytical, problem solving, organizational ability
- Written and communication skills
- Ability to deal with people diplomatically
- Complete book of accounts up to finalization
- Accounting packages Tally
- Cash flow/reconciliation
- Team player with good interpersonal skills
- Extremely well organized and proactive
- Reliable and responsible work ethic
- Hard working, efficient, and proficient

**Software Skills :**

- MS Office (Word, Excel, Power Point)
- Tally, ERP9 - Tally certification from Tally Solutions (P) Ltd, The Creator of Tally.  
Well versant in:
  - 1) Accounts management
  - 2) Job costing management
  - 3) Inventory management
  - 4) Taxation management
  - 5) Payroll management
  - 6) Technological advantages
  - 7) Tally. Net and remote access
  - 8) Branch accounting

**ACHEIVEMENTS :**

- Active member for the college Association Activities.
- Nature club member and a dedicated environmentalist.
- Active participation in sports and cultural fests.

**LANGUAGES KNOWN :**

- To read and write : English, Hindi & Malayalam
- To speak : English, Malayalam & Tamil

**HOBBIES :**

- Listening music
- Reading books
- Solving puzzles

**PERSONAL PROFILE :**

Date of Birth	:	20.12.1992
Gender	:	Female
Marital Status	:	Married
Religion	:	Christian

**DECLARATION :**

I undersigned certify that the statements made by me and details above are complete and true to the best of my knowledge and belief.

Date :  
Place : Kerala

(Sumi Mol P. T)