



NAYANA SOMAN

"ACCOUNTANT"

CONTACT



kukkusoman62@gmail.com

+971 52 1527589

Al Quoz, Dubai

COMPUTER SKILLS

⇒ **Tally ERP 9**

⇒ **Inventory Software**

⇒ **Quick Books**

⇒ **Excel, Word, Outlook,
Power Point**

⇒ **Winman CA**

PERSONAL DETAILS

D.O.B: 06/11/1990

LANGUAGES KNOWN:
ENGLISH

MARITAL STATUS:
MARRIED

PASSPORT NO:
K0089958

VISA STATUS:
Husband Visa

ABOUT

- Energetic Accountant offering a wealth experience in interacting with office staff and customers, proficient in Tally ERP, Microsoft Office product (Excel, Word, PowerPoint).
- Hardworking, educated and willing to go the extra mile to complete any tasks. Forward-thinking professional more than 4 years of experience working in fast-paced environment.
- By Accountant professional offering high degree of accuracy and attention to detail with the capacity to detect errors. Excellent time-management skills with the ability to prioritize multi- tasks and responsibility while meeting deadlines.

CORE COMPETENCIES

- *Expertise in Maintaining day to day books of Accounts in Tally.*
- *Proficient in handling **Account Payables and Receivables**.*
- *Good accessible knowledge in **TALLY** and **Quick Books**.*
- *Proficient on **Cash Handling, cash flow Analysis, Bookkeeping***
- *Expertise in preparing **customer & Supplier payments**.*
- ***GST & VAT** and **Bank** Reconciliation Statement.*
- *Excellent interpersonal and communication skills, coordination, Reliability, team player, flexible, and Quick Learner & Enthusiasm.*
- *Interested in learning new technologies and have the ability to learn innovative things.*
- *Efficient in setting priorities, developing a work schedule, monitoring progress towards goals and tracking details, information & activities.*
- *Efficient in **Petty Cash** Management*

***SP Distributors (FMCG and
Electronics Equipments),
Kerala-July2015 -Apr2018***

Designation: Accountant

Maintaining day to day books of Accounts in Tally

- *Filing of Monthly VAT Returns after 01st July 2017 GSTReturns.*
 - *Managed and traced profits & losses for the business on a day to day basics*
 - *Perform daily entry of accounting and weekly perform checking and updating*
 - *Analyzed revenue, commission and expenses to ensure they are recorded appropriately on monthly basis*
 - *Performed all AR/AP bank reconciliations and credit cards statements monthly and closing entries for monthly and annual financial close*
 - *Maintaining Journal Entry- Sale, Purchase, expenses, sales revenue invoices and payments*
 - *Maintain day to day Accounts & reporting to the senior management.*
 - *Entered daily receipts in the journal and reconciled bank statement monthly*
 - *Prepare and submit weekly /monthly reports*
 - *Assisted with verifying vendor invoice data for accuracy and proper approval and Preparation of vendor payment*
 - *Processed suppliers' entries and online transfer and preparation of cheque and payments*
 - *Prepared and submitted monthly VAT returns to tax office*
 - *GST & VAT Reconciliation Statement Preparation*
 - *Assisted with preparation of monthly financial statements*
 - *Handling cash, credit and cheque transactions accurately and quickly and processing the related journal entries*
 - *Preparation of various reports for senior managers*
 - *Assist with audit preparation and end of year closing*
- .

***Academy of Accounts (Training in
Accounting) Kerala - Cochin
(May 2018 to May 2019)***

Designation: Accounts Assistant

- *Purchase bills Verification, Cash payments to all accounting Vouchers entry*
 - *Managed and traced profits & losses for the business on a day to day basics*
 - *Maintained files and computerized accounting database*
 - *Supervise and train the new joiners.*
 - *Maintain office petty cash and process the payable invoices weekly*
 - *Prepare and post Debit /credit accounting entries, monthly COGS entries and post to the accounting ledger*
 - *performed various types of financial activities including creation of P&L statement and management reports*
 - *GST & VAT Bank Reconciliation Statement*
 - *Managing vendor accounts, generating weekly on demand cheques*
 - *oversaw coordination of approvals for vendor payments and preparation of cheques.*
-

Education

- Manonmaniam Sundaranar University, Tirunelveli, /Post Graduation MBA (Finance & Marketing) 2013-2015
- Bharathiar University, Coimbatore/Bachelor's degree in Computer Application (BCA)/2009-2012
- Higher Secondary Education Board, Kerala/ Plus Two – Science (biology and mathematics)2009
- Kerala State Board, SSLC -2007

I hereby declare that above- cited information is true to the best of my knowledge and belief.

Yours Sincerely,

NAYANA SOMAN