



## Personal Info

### Address

Al Zarooni, Al Qusais  
Dubai, UAE

### Phone

056 8282714

### E-mail

soniyasaju@gmail.com

### Date of Birth

25-05-1976

### Nationality

Indian

### Marital status

Married

### Visa status

Resident Visa  
Passport No. L6082275

### Languages Known

English  
Hindi  
Malayalam

### Reference

As on request

## SONIYA SAJUKUMAR

### OBJECTIVES

To obtain a challenging position that provides me an opportunity to exploit my Knowledge and extensively develop my skills to the extreme levels of my ability and to continually upgrade myself to the highest levels of expertise enabling the organization to achieve its target and growth.

### EXPERIENCE

15+ years of work experience as "Accountant" with various companies in India, Qatar and UAE. DUBAI

01 - 2017 - **ACCOUNTANT**  
03 - 2020 Falcon Crest Landscaping LLC, DUBAI -UAE

- Responsible for Accounts Payable & Receivable
- Posting of Purchase and sales data.
- Prepare Bank Payment Vouchers and Cheque.
- Verifying all the supporting documents required for payment
- Preparing cash and cheque payment to sundry creditors
- Maintaining fixed asset register.
- Prepare bank reconciliation
- Responsible for handling petty cash, doing analysis and passing journal vouchers.
- General Ledger Operations.
- Maintains leave registers of employees
- Prepare financial statements for monthly closing of accounts.
- Preparing monthly/Quarterly expenses analysis reports submit to the management for cost analysis.
- Preparing Tax Payments
- Estimating and tracking tax returns
- Completing regular (quarterly and annual) tax reports

## Software Skills

### Accounting Software:

Advanced Tally ERP 9

Advanced Peachtree

Advanced QuickBooks

SAP Business One

SAP End User Training

## Computer Skills

Post Graduate Diploma in  
Corporate Accounting and  
Management (PGDCAM)

Diploma in Computer  
application.

Microsoft Office

Advanced MS Excel

02- 2016 – **ACCOUNTANT**

10 - 2016 Steppingstone, Accounting Consultancy, Kerala, India.

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Substantiates financial transactions by auditing documents
- Reconciles financial discrepancies by collecting and analyzing account information

05-2014 - **ACCOUNTANT (Accounts Payable)**

09-2015 PINNACLE MARKETING, Kerala, India.

- Responsible for Accounts Payable & Supplier Reconciliation
- Posting of Purchase and sales data
- Verifying all the supporting documents required for payment
- Liaison with Suppliers for invoices and debit notes
- Prepare purchase orders based on the requirements from the operations departments and do necessarily follow up for supplier's invoices and credit notes
- Prepare financial statements for monthly closing of accounts
- Preparing monthly/Quarterly expenses analysis reports submit to the management for cost analysis

02 – 2004 - **ACCOUNTANT cum Office Admin**

12 - 2013 Apollo Sindoori Capital Investments Pvt. Ltd.

Rent A Car Company, Doha, Qatar (05/2005 to 09/2005)  
Reliance Mobile, Kerala, India (02/2006 to 12/2013)

- Prepare daybook, ledgers, cash book bank reconciliation
- Prepare receivables and Payables
- Maintaining register for inward and outward
- Preparing cash and cheque payment to sundry creditors
- Maintaining fixed asset register.
- Preparing monthly/Quarterly expenses analysis reports submit to the management for cost analysis.

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## EDUCATIONAL QUALIFICATION

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### BACHELOR OF COMMERCE (B.COM)

University : Calicut University, India.