

Saumi Cheriyan

Accounts & Admin Support

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Thiruvananthapuram, Kerala, India 📍

I am a hardworking, determined person and able to work in a group/team. I am always punctual when it comes to work. Also, I will always try my best in finishing up all the work that has been assigned. To pursue a carrier which will help for the overall growth; Like to be a part of corporate Finance and Accounts.

Skills

Microsoft Word 

Microsoft Powerpoint 

Microsoft Excel 

Experience

Audit Assistant

K K Padmanabha Pillai&Co., Chartered Accountants, Oct 2003 - May 2007

- Statutory Audit/Branch Audit of Nationalized Banks
- preparation and finalization of accounts of sole proprietorship, Partnership Firms
- Tax audit u/s 44AB of Income Tax Act
- Computerised accounting using Tally
- Filing VAT returns

Junior Executive in accounts

Mulamottil Consumer Credits Ltd, Jan 2012 - Jun 2012

- Assisting in collecting data
- Analyzing the collective data

Accounts& Admin Support

Fuse+Media Pvt Ltd, Jun 2012 - Jun 2022

- Preparing books of accounts in Tally
- Managing invoices
- Handling day-to-day accounting activities
- Preparing details for GST, TDS, Professional Tax, PF returns
- Physical stock verification
- Preparing letters to submit statutory bodies

- Salary transfer through WPS
- Administrating work
- Handling cash and bank transactions

Education

Bachelor of Commerce

N S S College 2000 - 2004

Pre degree

N S S College 1998 - 2000

Activities

Arts Club Secretary

N S S college 2001