



Sufana S

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Career Objective

A professional with 9 years of experience in the field of accounting and auditing. Comprehensive knowledge of finance and experience with different companies in the financial sector, looking for a better opportunity with learning prospects where I can utilise my skills.

Experience

- **Ayyar and Cherian Accounting Services Private Limited** July 2023 - January 2024
Assistant Accounts Manager
 - Proficiently handled TDS return filings, and adeptly generated Form 16 and 16A for clients using Winman software.
 - Prepared and filed GST related documents, including GSTR-1, GSTR-3B, GSTR-2B, GSTR-9 and GSTR-9C for various clients.
 - Handled the end-to-end process of e-way bill generation.
 - Managed the general ledger, ensuring that all transactions are properly classified and recorded.
 - Reconciliation of accounts ensuring accuracy and to identify discrepancies.
 - Acquired and modified GST registrations, and handled registration cancellations for a variety of clients.
 - Led a team in delivering comprehensive accounting services to a diverse client base.
 - Prepared financial statements including income statements, balance sheets and cash flow statements
 - Assisted in the preparation for internal and external audits, collaborating with auditors by providing necessary documentation and explanation.
 - Managed accounts payable processes including processing invoices and making payments.
 - Monitored accounts receivable, following up on overdue payments and reconciliation of customer accounts.
- **Nanma Chits and Financiers Limited** July 2020 - June 2023
Assistant Accounts Manager
 - Preparation and filing of various RBI forms applicable to NBFCs.
 - Preparation and filing of ROC forms.
 - Preparation and finalization of financial statements.
 - Identification of NPAs and reporting.
 - Preparation and filing of GST returns and TDS returns.
 - Collaboration with auditors in ensuring smooth and timely completion of audit-related tasks and filings.
 - Monitoring loan accounts, ensuring accurate recording and reconciliation.
- **Muthoottu Mini Financiers Limited** Dec 2016 - March 2019
Sr. Executive -Finance and Accounts
 - Preparing financial forecast and cash flow projections.
 - Processing and accounting of auction sale.
 - Overseeing the preparation of financial statements of branches and its consolidation with the head office.
 - Regularly prepared reconciliation statements to ensure accuracy in financial records.
 - Collaborations with auditors in ensuring smooth and timely completion of audit-related tasks and filings.
 - Preparing and filing of various RBI forms applicable to NBFCs.
 - Submitted monthly cash flow statements to banks.
 - Efficiently handled large amounts of substantial numerical data sets.

- **Ayyar and Cherian Chartered Accountants**

October 2015 - February 2016

Assistant Auditor

- Statutory Audit under the Companies Act and the Income tax Act of various organisations.
- Internal audit of various organisations.
- Preparation and finalization of financial statements.
- Preparing financial forecast and cash flow projections.

- **Ayyar and Cherian Chartered Accountants**

September 2012 - September 2015

Article Assistant

- Statutory Audit under the Companies Act and the Income tax Act of various organisations.
- Internal Audit of various organisations
- Preparation and finalization of financial statements.
- Preparing financial forecast and cash flow projections.
- Preparation and filing of Income Tax Returns.
- Preparation of cash flow statements.
- Preparation of CARO Report.
- Aging analysis of payables and receivables.
- Preparation and filing of ROC forms.
- Preparation of reconciliation statements.
- Conducted thorough VAT audits in accordance with the KVAT Act, ensuring compliance with state tax regulations.

Education

- **Mahatma Gandhi University**

2012

Bachelor of commerce

Skills

- Working knowledge of MS Word, Excel and PowerPoint.
- Proficient in Tally ERP.
- Reconciliation (Bank, ESI, EPF, Vendor, 26AS, GST).
- Working knowledge of Winman software.
- Financial reporting.
- Team collaboration.

Languages

- English (Read, Write, Speak)
- Malayalam (Read, Write, Speak)
- Hindi (Read, Write, Speak)
- Tamil (Speak)
- Arabic (Read)

Personal Details

- Date of Birth : 28/07/1991
- Nationality : Indian
- Passport : X7252080

Certification

- Attended Certified Orientation Programme conducted by ICAI- January 2013 (Certificate No. Kottayam-SIRC/OP/2012-13/000635).
- Completed Certified Information Technology Training Course conducted by ICAI - February 2013 (Certificate No.:SI013/13/00732).
- Attended Certified General Management and communication skills-I Course conducted by ICAI- July 2013 (Certificate No.Kottayam-SIRC/GMCS-I/2013-14/000045).