

SURUMI SALAM T.K

EXECUTIVE SUMMARY

Dynamic personnel, with a very strong organizational skill & able to supervise and support staff effectively. Strengths include organizational management, staff development and communication skills. Maintain a proactive approach in problem solving. Computer skills include good working knowledge of computer and internet application.

OBJECTIVES

Seeking a challenging opening in a competitive work environment, this will provide me progressive growth and ample experience. I would like to associate with an organization where productivity and honesty has been equally rewarded. I want to utilize my talents and technical skills for the betterment of my company and help myself build up a career, which promises me ample opportunities for growth and self-satisfaction.

PERSONAL STRENGTH

- Able to work and stay focused under pressure
- Get along well with colleagues
- A strong will power with desire to contribute and succeed
- Ready to do things differently if it aids better results
- Ready to work in night shifts

WORK EXPERIENCE

- Training In SAP FICO
- Training in TALLY PRIME

ACADEMIC BACKGROUND

- 2023** Advanced Diploma in Professional Accounting with GST
- 2015** Master of Business Administration (MBA) specialized in Finance.
- 2013** Bachelor of Business Administration (BBA)
- 2010** Higher Secondary (commerce)
Board of HSE
- 2008** SSLC
Govt. of Kerala



Contact No: 0523282157

Email:
surusalam@gmail.com

Present Address:
RAK, UAE

Permanent Address :
Surumi Salam
Mandayapurath house
Chirayam
Panayikulam p.o
Aluva, Ernakulam (dist)
Kerala 683511

Personal Data
Date of Birth : Jan 17, 1993
Sex : Female
Nationality : Indian

Marital Status: Married

Languages Known
English, Hindi Malayalam
(Speak, Write and Read)

Visa Status: Spouse Visa

PROFESSIONAL SUMMARY

- 2+ years of professional experience in finance and accounts.
- Hold a bachelor degree and a Master Degree in Business Administration.
- Proficient in computerized accounting.
- Preparation of financial statement & interpretation through ratio analysis.
- Preparation & analysis of projects through capital budgeting techniques.
- Formulating annual budgets and conducting variance analysis.
- Capital structure analysis and calculation of cost of source of capital.
- Working capital management

EXPERIENCE SUMMARY

**EXCELSIOR BUSINESS CONSULTANTS AND TAX MEDIATORS, CHAVAKKAD
THRISSUR**

Assistant Accountant (July 2015 to August 2017)

Job profile:

- Entering transactions to general ledger.
- Preparing monthly statements.
- Insure all vouchers all vouchers are recorded.
- Petty cash handling.
- Consolidation of bank statements.
- Payroll preparation.
- Consolidating daily Vouchers.
- Responsible for daily and monthly cash closing procedures.
- Following up with clients for pending payments.
- Insure company policy & procedures are satisfied in all aspects.
- Timely completion audit manual and submit report to the auditor

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TECHNICAL SKILLS

- Tally Prime, Sage, Quick Books, SAP
- Gulf VAT
- Supporting Tools : MS Office
- Programming Language: VB Programming

ACHEIVEMENTS

- Excellent Verbal and Written Communication skills.
- Comprehensive to problem solving abilities
- Ability to deal people with diplomatically
- Fast learner and Team worker as an individual

PASSPORT DETAILS

Passport No : V4106474
Date of Expiry : 31-10-2031
Place of Issue : Cochin (Kerala, India)

REFERENCES

Will be furnished upon Request

DECLARATION

I hereby declare that all the above information's are true and correct to the best of my knowledge and belief.

- Place : RAK , UAE
- Date :

SURUMI SALAM T.K