

SULAIKHA K

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OBJECTIVE:

A goal-oriented professional with expertise in accounting, administrative tasks, customer relations, and tax services. Seeking an opportunity with an organization where I can leverage my skills and talents to contribute to SAP implementation, development, and support, while also focusing on personal and organizational growth. Previous experience includes roles as an Accounts executive.

EDUCATIONAL QUALIFICATION:

Graduation | BCOM – : Bharathiyar University, Coimbatore –2020- 2023

High Secondary School|: Govt Higher Secondary Education board, Kerala 2015- 2016

High School| : Govt Public Examination Board, Kerala – 2014 – 2015

WORK EXPERIENCE:

❖ **Three Star Agencies** (Exclusive showroom of Tiles, Sinks, Bathroom fittings, Closets, and Granite) from November 2023 to present

Accounts Executive:

- Proficient in using Tally Prime, a leading accounting software, to accurately manage purchase and sales bills on a daily basis.
- Skilled in utilizing advanced features of Tally Prime for efficient data entry, including customizing invoice formats, creating ledgers, and generating comprehensive financial reports.
- Employed Tally Prime to streamline billing processes, ensuring precise recording of transactions, tracking expenses, and managing accounts receivable and accounts payable.
- Provided technical support to colleagues, resolving issues and optimizing use of Tally Prime, demonstrating a strong grasp of the software's functionalities and troubleshooting abilities.
- Actively engaged in ongoing training and professional development to stay updated on the latest features and best practices in Tally Prime, enhancing proficiency and contributing to organizational success.

❖ **Royal Enfield** showroom in Palakkad from Oct -2022, to Sep-2023

Accounts Assistant

- Provided comprehensive support to the finance department, managing accounting and bookkeeping tasks such as accounts receivable, accounts payable, collections, payroll, GL accounts, and customer service.
- Acted as a key liaison between the CFS Department and other departments within the organization, ensuring effective communication and collaboration.
- Handling invoice processing, expense reports, credit memos, and payment transactions
- Processing journal entries and assisting with bank account and credit card reconciliations.
- Ensuring checks were accurate and signed by management before bank deposit/distribution.
- Reconciling vendor statements and handling payment complaints or discrepancies.
- Updating and maintaining accounting software and Excel spreadsheets.
- Ensuring compliance with Generally Accepted Accounting Principles (GAAP) and company policies.

❖ **Kerala Computer Saksharatha Mission (Training)** Dec2020 – Mar2021

SAP FICO

- Configuring the enterprise structure and assigning organizational units, including setting up the fiscal year, chart of accounts (COA), posting periods, opening and closing FI periods, tolerance groups, document types, and number ranges.
- Configuring new General Ledger (G/L) concepts, such as document splitting, leading and non-leading ledgers, and establishing parallel accounting systems with real-time integration between FI and CO modules.
- Handling vendor and customer invoice posting, credit memos, and special G/L transactions like advances or down payments.
- Creating profit centers and developing profit center standard hierarchies for financial performance tracking and analysis.
- Creating G/L accounts, cash journals, and house banks, while maintaining field status variants and posting keys to ensure accurate financial transactions.
- Defining various interest calculation types, reference interest rates, and assigning accounts for automatic posting for interest calculations.
- Maintaining tolerance limits, payment terms, and cash discounts for customers/vendors to optimize financial processes.
- Maintaining validation and substitution rules to ensure data integrity and compliance within SAP systems

TECHNICAL SKILLS:

- ERP : SAP-FICO,
- Operating System : Windows 2000/2003, XP

- Software :Quick book, Peach Tree, TALLY, MS Office Word, Excel, PowerPoint
- Methodology :ASAP

LANGUAGES

- English : Read, Write, Speak
- Malayalam : Read, Write, Speak
- Hindi : Read, Write, Speak
- Arabic :Read,Write
- Tamil : Speak.

STRENGTHS:

- Ability to work both independently and collaboratively, adapting to various work environments and situations and willing to learn new things.
- Capable of inspiring and encouraging team members to achieve their goals.
- Excellent interpersonal skills, enabling effective communication with management, colleagues, and clients across all levels.
- Demonstrated commitment to working long hours with dedication, punctuality, and discipline to achieve objectives.
- Strong analytical abilities, combined with quick learning and problem-solving skills, to address challenges efficiently within a team setting
- Possessing a positive team spirit and a goal-oriented mindset, while being adaptable to changes and fostering collaboration.

PERSONALDETAILS:

Name	:	SulaikhaK
FatherName	:	KajaHussainM
DateofBirth	:	13/12/1998
Religion	:	Muslim
Nationality	:	Indian
Gender	:	Female
Address	:	D/O Kaja Hussain M , Puthuppalli Street Nurani(P.O), Palakkad, Kerala Pin :- 678004
PassportNumber	:	W8834388
Date of Issue	:	27/12/2022
Date of Expiry	:	26/12/2032

DECLARATION :

I hereby confirm that all the informatio mentioned above is true to the best of my knowledge.

Place:

Date:

Sulaikha K