

CA. SUMMIYA ALAM

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Career Objective:

To build a long-term career in 'Chartered Accountancy' profession with opportunities for career growth & to keep up with the cutting edge of technologies.

Educational Qualifications:

- **Chartered Accountant (2015) with more than 6 years post qualification experience**
- **L.L.B**
- **Degree in Bachelor of Commerce (B. Com)**, from Barkatullah University, Bhopal (M.P)
- **Pursuing Company Secretary Course** (Executive level)
- **Undertaken Certificate Course on Concurrent Audit of Banks**, organized by ICAI

Additional Qualifications:

Well-versed with SAP, ERP, Tally (ERP.9 & 7.2 Versions), Microsoft Windows, MS Office, Google Sheets & Docs, Microsoft Outlook, Internet, E-Mail messaging, other tailor-made telecom & taxation softwares etc.

Current Organization & Designation:

Senior Category Associate - Unacademy (Sorting Hat Technologies Pvt. Ltd) - Bengaluru

Work Experience – Post Qualification:

<u>Company</u>	<u>From</u>	<u>To</u>
Unacademy	Sep20	Present
The Sky School	Mar 20	Sep20
HEG Ltd.	Nov18	Oct19
Vodafone Mobile Services Ltd.	Feb16	Oct18
Husain Shabbir & Co.	Jul15	Jan16

- Currently taken up assignment with Unacademy as an Assistant Manager for CA Category (remotely working due to Covid situations).
- Worked with The Sky School as Financial Controller after shifting to Chandigarh post marriage.
- A year of work experience with HEG Limited, a company amongst top five manufacturers of graphite electrodes globally & India's largest exporters of graphite electrodes.
- 2.8 years' experience of working with a renowned Telecom Company, Vodafone Mobile Services Limited, as Assistant Manager in the Financial Planning & Analysis Team, Finance Department.
- 6 months of work experience with a renowned Chartered Accountant Firm, Husain Shabbir & Co. (Chartered Accountants)

Key Job Responsibilities in previous profiles:

Unacademy

- Evaluation of CA category in terms of budgets & revenue. Tracking of results of the Category & highlighting misses & hits to the management on regular basis
- Formatting the line up of CA course for educators to better align with the Institute's requirements
- Dealing with external vendors & educators for payroll & calculations

HEG Ltd

- Validation of Capex requirements, purpose of expenditure & verification of end use of CAPEX requested.
- ***Solely undertaken Budgeting activity, within 3 months of joining the organization.***
- Keeping a close track on expenditure vis-à-vis budget allocated & highlighting the same to management for action.
- Preparation & Circulation of MIS to management for taking key production related decisions.
- Validation of all import related documentation prior to payments.
- **Power:** Accounting related to power (in house generation/purchase/sale of power), Provisioning & ageing of accounts payables and receivables, Bills validation, Bill payments. Dealing with govt. authorities in the process of power accounting, bidding, sale and purchase of power.
Validation of govt. (MPPTCL) Bills & highlighting for any errors or undue charges and resolving issues in billing and charges upon discussion with govt. officials
Circulation of power MIS to keep leadership updated of the dynamic power cost.
- Understanding Audit queries, dealing with auditors and resolving audit issues.

Vodafone:

- Preparation of daily actual revenues & projection of revenues for the organization for upcoming days and also to make revenue & cost projections for coming months for the circle.
- My role also included keeping a close track on the competitor's day to day activities to keep up with the cutthroat competition in the telecom industry.
- Another important responsibility of my profile included the financial analysis of pre and post launch of products in the market.
- There were other numerous ad hoc analysis and other activities carried on by me depending on the requirement and need of the business.

Personal Information:

Date of Birth	29 th October 1993
Languages Known	English, Urdu & Hindi
Marital Status	Married

Additional Information:**Important Jobs accomplished during Internship & Post Qualification:**

- Undertook Audit of United India Insurance Ltd.
- Undertook various other bank audits (both Statutory & Concurrent audits) including banks like RBI, Central Bank, PNB, Allahabad Bank.
- Did Revenue audit of SBI with the team & helped the bank to recover a revenue leakage of INR 2.50L
- Undertook audit of MP Tourism, Bhopal during internship
- Also undertook various other audits & accounting jobs for various types of Industries, including educational sector, Pharmaceuticals, Hospitals, Hotels, Proprietorship & Partnership concerns.
- I had been awarded the '**Superstar**' award in Vodafone twice (a quarterly recognition award, for demonstrating values like Speed, Simplicity & Trust)
- One of the earliest members of the team in Unacademic, associated with CA Category since the launch of category

- I had been an active member of 'Punters' team in Vodafone, carrying out various engagement activities every week for team members.
- Also, the initiator of monthly meet in HEG for team bonding.
- Undertaken responsibility of two key profiles in the finance department within 3 months of joining the organization as it was the need of the hour, in the critical scenario of budgeting exercise and successfully demonstrated values like speed, networking and co-ordination.

I am a self-motivated & goal-oriented person, able to act on own initiative as well as part of a team. A good communicator with excellent interpersonal skills. Having gained a significant record of achievements till date, now seeking increased responsibility and recognition in your organization.

**Thanks & regards,
CA. Summiya Alam**