



# Sumi K

sumiuae24@gmail.com

+971589402141

LinkedIn: <https://www.linkedin.com/in/sumi9/>

Location: Al Hamriya, Bur Dubai, Dubai-UAE

Visit Visa Expiry Date: 23-Apr-2024

## Professional Summary

Resourceful Auditing professional with 6.5 years of experience in team management and auditing. Working Knowledge in accounting, Tally and SAP FICO. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## Accomplishments

- Within 3 years of experience promoted to the role as Audit Associate-2
- Winner of the KUDOS award in KPMG for outstanding performance in a financial quarter.
- Was part of the team which was awarded the client excellence award for exceeding client expectations and delivering work of exceptional quality.

## Skills

- Knowledge in processing journal entries, reviewing expenses and income, monthly closing and VAT and other tax related information.
- Good understanding of accounting and financial reporting principles and practices.
- Knowledge in creating and processing Balance sheet, Income statement and other financial statements.
- Knowledge in MS Excel, MS Word, Power point, Microsoft office Outlook, Tally ERP and SAP FICO.
- Ability to handle and document petty cash and other day to day transactions.
- Eager to learn new accounting softwares.
- Able to track and document intercompany transactions.
- Effective collaboration with other departments and team members and excellent organizing ability and Administration skills.
- Willing to assist senior accountants.
- Effective professional communication and willing to follow up with clients.

## Work History

**Associate –2 (Audit)**

**08/2017 – 01/2024**

**KPMG Global Delivery Centre Pvt. Ltd., Infopark, Kochi, Kerala, India**

- Audit Associate 2 in Offshore Audit Team, responsible for delivery of audited financial statements for US clients of KPMG LLP.
- Managed and coordinated engagement team's work request such as vouching, tracing, recalculation and internal consistency for the timely completion.
- Assisted managers in delivering quality reports to the engagement team by reviewing and analyzing the financial statements.
- Performed different types of journal entry testing, reconciliations including cash, bank and confirmations etc.
- Performed audit substantive test works on industry basis.
- Trained more than 20 junior professionals to give an overview of project management and other audit tools.

- Manage a team of 5 members to complete the request within the time limit and
- responsible for overall administrative support for the team members.
- Responsible for obtaining process related clarifications from US rotational and audit teams.
- Responsible for tracking status of work in progress and reporting the same to Team leader and the Project Manager.
- Proficient handling of IAT BOT, 4D Tool & eAudit Tools (KPMG Auditing Tools).

- 
- Education** 2017 **MBA (Financial Management), Berchmans Institute of Management Studies, St. Berchmans College**, Changanassery, Kottayam, Kerala, India
- Class of Mark: First Class
  - Worked as internship trainee in Novo Healthcare Ltd, New Delhi for 2 months.
  - Worked as an internship trainee in Big Bazaar at Trivandrum for 3 days during their Big Days.
  - Worked as an internship trainee in Big Bazaar at Pattom, Trivandrum for 4 days during their Big Days.
  - Project report on the topic “A study on investors perception on various investment avenues and investment preference of the investors with regard to karvy stock broking, kottayam, Kerala.”
  - Attended the National Level Vendor Development Programme organized by MSME-Training Institute, Thiruvalla, Pathanamthitta
- 2015 **BBA, SAS SNDP Yogam College**, Konni, Pathanamthitta, Kerala, India
- Mark GPA: 3.18
  - NSS volunteer during the year 2013-2015
  - Held the position of lady representative at SAS College for two times for the year 2013-2014 & 2014-2015.
  - Attended the National Convention ‘SYMP 2015’ conducted by all India Management Association and Kerala Management Association.
  - Attended National Level Vendor Development Programme organised by MSME Training Institute, Thiruvalla, Pathanamthitta.
  - Participated in various Management Fest Competitions at College level.
  - Project Report on the study of “Employee Motivation” at Kerala Electricals & Allied Engineering Company LTD, Mamala, Kochi, Kerala.
- 2012 **Plus Two / Higher Secondary (Science), Government Vocational Higher Secondary School**, Konni, Pathanamthitta, Kerala, India
- Mark %: 84%
- 2010 **High School / SSLC, PSVPM Higher Secondary School**, Konni, Pathanamthitta, Kerala, India
- Mark %: above 84% (Grading System)
  - NCC Cadet during the year 2008-09

- 
- Certifications**
- Completed **SAP Finance and Controlling (SAP FICO) + POWER USER EXAM** Course from COKONET Academy, Trivandrum, Kerala, India.
  - Professional Diploma in Computerised Financial Accounting (Tally ERP) provided by RUTRONIX, Kerala state, India.
  - Completed **Workshop on Advanced Excel** from The Strategist Academy, Kochi, Kerala, India.

- 
- |                               |                       |  |
|-------------------------------|-----------------------|--|
| <b>Additional Information</b> | • Age: 29             | • Marital Status: Married              |
|                               | • Gender: Female      | • Religion: Christian                  |
|                               | • Nationality: Indian | • Languages Known: English & Malayalam |