

# Francina Sumitha. A

MOGAPPAIR EAST, CHENNAI -600037

9789898427 | [asumitha2@gmail.com](mailto:asumitha2@gmail.com)

## PROFILE SUMMARY

- Experience in Financial Operations, Accounts, Auditing, and Taxation
- Adept at managing internal audit in co-ordination with internal / external departments for smooth operations
- Experience in implementing financial procedures, maintenance & statutory requirements and liaising with tax authorities for taxation matters
- Deft in ascertaining needs and goals, streamlining operations and envisioning new concepts
- Knowledge of medical review and handling of various medical terms.
- Audited, mentored, supported and suggested improvements.
- Skilled in SAP, Tally and Excel, complemented by strong initiative and team building capabilities, proven track record in improving financial reporting efficiency.

## ORGANISATIONAL EXPERIENCE

### May'19 onwards Rainbow Children's Medicare Ltd, Chennai Unit, Tamil Nadu, India – Asst. Manager- Concurrent audit & Finance & account

- Reconcile all entries made in billing software were properly flowed into Accounting software
- Preparing **MIS** report on monthly basis
- Payment verification based on statutory compliance
- Submitting an audit finding on monthly basis to top management
- **Stock audit on daily basis & year - end audit**
- **GST Reconciliation**, Doctors Payout verification, **Protecting a loss from the patient bill**
- Verify Vendor invoice, expenses and employee reimbursement
- Identified and communicated accounting, finance and auditing issues to management.
- **Managing & coordinating a Team.**

### 9<sup>th</sup> November 2016 to 9<sup>th</sup> May 2019 – M. Ramasamy & Co (audit firm), Chennai, Tamil Nadu, India - Accounts Executive

- Organized and maintained financial records, tax preparation and periodic inspection of accounting books for clients.
- Developed auditing program to address risks and evaluate regulatory requirements.
- Planned annual audit and verify the client's details based on statutory compliance
- Knowledge in different sectors- Hospital, Banking, Trading
- Preparing and filling a taxation for the various clients (ITR, GST, Sales tax)
- Year-end statutory and stock audit for various clients
- Finalization of accounts as per statutory requirements and liaising with tax authorities for taxation matter.
- Preparing a Balance sheet & P&L for Income tax filling.
- Prepare audit reports to management documenting the work performed and if audit issues were identified, provide recommendations to address the issues.

## IT SKILLS

- Proficient in Basics, MS Office (Word, Excel and PowerPoint)
- Conversant with Tally ERP 9 (M. Ramasamy & Co)
- **Implementation & Worked with SAP - Version 7400.1.0.1093 (Rainbow Children's Medicare Pvt Ltd., India)**
- **Working with health object (Rainbow Children's Medicare PVT Ltd,)**
- **Working in IQVIA(Rainbow Children's Medicare PVT Ltd,)**

## Academic Credentials

|      |                                                                           |
|------|---------------------------------------------------------------------------|
| 2016 | B.com – Accounting & Finance from Anna Adarsh College for women with 88 % |
| 2013 | HSC from Sri Krishnammal Matric Hr. Sec School with 85%                   |
| 2011 | SSLC from Sri Krishnammal Matric Hr. Sec School with 79%                  |

## Highlights- Awards & Activities

- **Secured 9<sup>th</sup> rank in Madras university (Gold Medalist)**
- **Proficiency Price in financial accounting, corporate accounting & Income tax**
- Secured A+ grade in Tally ERP 9
- **Secured first class with distinction in typewriting**
  - English – Senior grade**
  - Tamil – Junior Grade**
- Best employment award in Rainbow children's hospital in June 2020.

## LANGUAGES

- Tamil
- English

## Objective

To work in an environment which encourage me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.