

SOUMYA SOBHA

Accountant | Tally Prime Certified

+974 70065929

soumyasobha02@gmail.com

Doha, Qatar

SUMMARY

Detail-oriented and dedicated Accountant with over 3+ years of professional experience in accounting operations, GST compliance, financial reporting, and reconciliation. Proficient in Tally Prime, MS Excel, and statutory compliance, with a strong focus on accuracy and process improvement. Seeking a challenging position in a reputable organization where I can apply my accounting expertise to support financial efficiency and regulatory compliance. Committed to continuous learning, professional growth, and contributing positively to organizational success.

WORK EXPERIENCE

Accountant cum Tally Support | Sidharth IT Solutions – Ernakulam, Kerala, India | Feb 2024 – Jul 2025

- Maintained accurate books of accounts including general ledger, accounts payable, accounts receivable, and bank reconciliations on a regular basis.
- Handled GST compliance activities such as return filing, reconciliation, and adherence to Indian statutory regulations.
- Prepared and finalized GSTR-1 reports and assisted in annual financial statement preparation in coordination with auditors.
- Coordinated with vendors and clients for invoice processing, payment follow-ups, and account clarifications to ensure timely settlements.
- Utilized Tally Prime and MS Excel for voucher entry, data validation, and generation of financial and MIS reports.
- Ensured timely submission of statutory returns and management reports to support informed business decisions.
- Provided Tally data backup support and assisted clients with E-Way Bills and E-Invoice generation while ensuring statutory accuracy.

Accounts Assistant | Plaza One Way Travel & Tourism – Doha, Qatar | Jun 2023 – Aug 2023

- Prepared and issued invoices for travel-related services including flight bookings, hotel reservations, and tour packages.
- Managed daily cash transactions, received client payments, and issued receipts in compliance with company procedures.
- Assisted customers with payment processes while ensuring a positive service experience and accurate documentation.
- Performed daily cash balancing and reconciliations to ensure accuracy of financial records.
- Supported month-end and year-end closing activities in coordination with the finance team.
- Collaborated with sales, reservations, and finance departments to ensure smooth and accurate invoicing processes.
- Maintained proper records of transactions and assisted in resolving billing discrepancies efficiently.

Accountant | Chemical House – Ernakulam, Kerala, India | Jul 2013 – Aug 2014

- Managed basic accounting functions related to accounts payable and accounts receivable operations.
- Processed vendor invoices, verified supporting documents, and ensured timely payment approvals.
- Followed up with customers regarding outstanding invoices and resolved payment-related queries.
- Conducted collection calls and email communications to improve receivables and cash flow.
- Monitored cash receipts and tracked collection efforts to resolve long-pending balances.
- Maintained organized records of vouchers, invoices, and correspondence for audit and compliance purposes.
- Recorded purchase transactions, maintained inventory records, and reconciled physical stock with system data.

EDUCATION

Master of Commerce (M.Com) – Finance

N.S.S. College, Ernakulam, Kerala, India | 2013 – 2015

Bachelor of Commerce (B.Com)

N.S.S. College, Ernakulam, Kerala, India | 2010 – 2013

CERTIFICATIONS

Tally Prime Certification – 2024

KEY SKILLS

- Tally Prime Accounting
- GST Compliance & Return Filing
- Accounts Payable & Accounts Receivable
- Bank Reconciliation & Cash Flow Management
- Financial Reporting & MIS Preparation
- Invoice Processing & Billing
- Statutory Compliance & Documentation
- MS Excel (VLOOKUP, Pivot Tables, Reports)
- Audit Coordination & Support
- Client & Vendor Relationship Management
- Cash Handling & Reconciliation
- Attention to Detail & Data Accuracy

SOFT SKILLS

- Strong Attention to Detail
- Analytical & Problem-Solving Skills
- Time Management & Prioritization
- Effective Communication Skills
- Team Collaboration
- Adaptability & Willingness to Learn
- Integrity & Professional Ethics
- Ability to Work Under Pressure

LANGUAGES

English - Read | Write | Speak

Malayalam - Read | Write | Speak

Hindi - Read | Write | Speak

PERSONAL DETAILS

Date of Birth : 02/06/1993

Gender : Female

Nationality : Indian

Marital Status : Married

DECLARATION

I hereby declare that all the information provided above is true, complete, and accurate to the best of my knowledge and belief.

SOUMYA SOBHA