Rejani

Rejani.247945@2freemail.com

**Visa status: visit visa**

**CAREER OBJECTIVE**

To find a suitable position in the organization and strive to achieve more professional responsibilities utilizing my attitude and skills in an effective manner working towards excellence in delivery of service in an environment that promotes continual upgrading of knowledge and skills.

**PROFESSIONAL AND ACADEMIC QUALIFICATION:**

As of today Qualified chartered accountant , May 2014- Institute of Chartered

 Accountants of India(ICAI)

2004 Graduated in commerce from Kerala University (B.Com)

**CORE COMPETENCE:**

* Accounting,taxation,external audit.
* Familier with all type of projections due to working in project report.
* Well versed in financial analysis and strategic planning.

**WORK EXPERIENCE:**

Audit Executive under CA Sunil Babu R:( January 2015 to august 2015)

 During my work period I had gained wide exposure in auditing ,accounting and had the chance to know about different type of industries and have rendered services independendly or in a team to some of the corporate bodies in India.

My job including the following:

* Adept at quality audits,reviews agreed up on procedures in accordance with accounting and auditing standards and regulatory requirements.
* Preparation of system files of all clients including work flow.
* Peer review compliances.
* Accounts and balancesheet compilation of various companies,proprietorship ,firms etc

**Accounting and auditing assistant in a CA firm(February 2012 to March 2014):**

 Over 2 year pre qualification experience in audits,accounts,special assignments and taxation service for a wide range of firms in the trading and service sector.

My job including the following:

* Managed tax audits,VAT audits of proprietary concerns and firms.
* Audit of several nationalized and private sector bank branches in India.
* Preparation of client specific check list and audit programs.

**Articleship under CA (December 2008 to December 2011):**

 It is one of the oldest firms in Kerala where I have gathered variety of knwledge.The firm has all the different kinds of audits,which a novice looks for an exposure.

**KEY SKILLS**

* Good presentation and communication skills.
* Proficient in MS office application,MS word,MS excel
* Familier with accounting packages such as Tally ERP9,Quick books etc
* Proficient in internet access

**TRAINING AND WORKSHOP ATTENDED:**

* 100 hrs Compulsory Computer Training course conducted by Institute of Chartered Accountants of India
* General Management and Communication skill conducted by ICAI.

**PERSONAL PARTICULARS:**

* Date of Birth:05-04-1984
* Nationality:Indian
* Sex:Female
* Marital status:Married
* Languages Known:Engish,Malayalam,Hindi(writing and reading)