**CAREER SYNOPSIS **

* To obtain competitive position as AUDITOR ANDACCOUNTANT, where knowledge and experience of managing accounting systems is put to prudent use in order to manage smooth work flow of the company’s accounts base.
* Worked as an **Audit & Accounts Executive**since **01-07-2008 to 08-03-2012**and **Articled Assistant** from **09-03-2012 to 08-03-2015 a**nd continued service till**31-10-2015** under a reputed Chartered Accountants Firm under the supervision of Chartered Accountant with the partnership of N Sankaran& Co. Chennai, with wide exposure in handling Statutory, Internal and Management Audit of various corporate and Non-Corporate entities including Government Undertakings in Contract based services / project Organisation with setting appropriate audit system.
* Experienced in handling all Accounting transactions including handling account payables, receivables, and payroll, up to finalization of accounting functions.
* An ambitious, optimistic performance-driven individual who enjoys challenges and thrives on responsibility. Excellent communication & interpersonal skills: easily develop positive rapport.
* Completed **CA Inter from The Institute of Chartered Accountants of India.**
* Completed M.com- Financefrom Kannur University.

**WORK EXPERIENCE**

 **N.SANKARAN & CO.,CHARTERED ACCOUNTANTS ,KANNUR(Br) ,KERALA, INDIA**

**From 01-07-2008 to 31-10-2015**

**JOB PROFILE**:-

* Prepares asset, liability and capital account entries by compiling and analyzing accounts information.
* Documents entering financial transaction by entering account information.
* Summarizes current financial status by collecting account information; preparing trading and **P&L A/c and Balance sheet, BRS and other reports.**
* Substantiates financial transactions by auditing documents.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Manage all the accounting functions of general accounts Account Payables, Receivables and Banks.
* Closely monitor supplier accounts and sort out their issues regarding Payments.
* Prepare special financial reports by collecting, analyzing and summarizing account information and trends.
* Analyze and interpret financial data to provide management information on cost allocation and controls.
* Contributes to team effort by accomplishing related results are needed.
* Perform day to day accounting functions.
* Compute taxes owed and prepare tax returns ensuring compliance with payment and reporting
* Balance Verification,Ledger Scrutinizing etc.
* Comparing the expenses of clients with appropriate audit evidence and reporting to the management.
* Finalization of Accounts and Auditing( Both **Income Tax and Sales Tax**).
* Acted as an Assistant Administrator performing activities like Documentation,Client Serving,PAN Facilities and TDS Return Filing etc.

**EDUCATION**

|  |  |
| --- | --- |
| Professional QualificationThe Institute of Chartered Accountants of India | CA Inter **2011** |
| Master DegreeKannur University, Kannur,India | Mcom (Finance) **2009** |
| DegreeCalicut University,India | Bachelor Of Commerce (Co-operation) **2006** |
| Higher SecondaryGovt. Of Kerala | Plus Two **2003** |
| Secondary MatriculationGovt. Of Kerala | Secondary School Leaving Certificate **2001** |
| Computer Knowledge | Ms Office (Word, Excel & Power Point), Software Tally,Knowledge of internet access & emailoperations |

**OTHER QUALIFICATION**

* Certificate Course from Tax Study Centre, Kottarakkara.

**PERSONAL DETAILS **

|  |  |
| --- | --- |
| Nationality | Indian |
| Age& DOB | 30 years. 09-02-1985 |
| Gender | Male |
| Religion: | Hindu |
| Hobbies | Travelling, Driving, Sports |

**PERSONAL STRENGTHS **

* Positive attitude combined with creativity, willingness to learn and grasp at the earliest.
* Self-Motivated and Determined.
* Proficient in excel spreadsheets and popular accounting software.
* Team oriented with high attention to detail.
* Ability to deal effectively with month end closing deadlines.
* Detail oriented, Exceptional organizations skills.

 **LANGUAGE PROFICIANCY **

* English, Hindi and Malayalam

 **REFERENCE**

Name : Mr. C.C. Mohanan CA

Designation : Partner, N.Sankaran& Co., Chartered Accountants



**Gulfjobseeker.com CV No:** **1513548**