

Contact HR Consultant for CV No: 334622

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**PROFILE SUMMARY**

A diligent & sincere Chartered Accountant having **7 years plus** of experience in the field of **Corporate Accounting**, **Auditing**, real time consulting, Taxation and statutory compliances in accordance with the provisions of Law. Have good reasoning skills, interpersonal skills, critical thinking, team player and the ability to work under pressure to meet strict deadlines.

**CAREER OBJECTIVE**

To be in a professional and challenging work environment where I can utilize my skills and get more learning opportunities. To be part of the organization’s culture and long-term growth. This will foster my professional growth and help delivering more value to the organization.

**ORGANISATIONAL EXPERIENCE**

* Company - **RSM Astute Consulting Pvt Ltd. Bangalore** Period - Jun-2012 to 31 December 2016.

 Designation- Assistant Manager -Audit

**Key Result Areas:**

* Performed statutory audits, internal audits, tax audits and real time consulting of different corporations from different industries Preparation of Audit, Review and compilation reports and financial statements in accordance with GAAP.
* Preparation, verification and analysis of financial statements including Balance sheet, P&L, Statement of changes in equity, Cash flow statement and notes.
* Performed risk assessment, evaluated the effectiveness of internal control over financial reporting.
* Evaluated the As is business process, identified deficiencies and recommended steps to the management for improving the same.
* Determining the financial objectives, design, implementation and maintenance of systems, policies and procedures to facilitate internal financial control.
* Maintenance of books of accounts for various clients in accordance with GAAP
* Month end and year end closing of the books by passing the accruals, provisions and deferrals
* Capitalization of assets and computation of depreciation as per Companies Act and Income Tax Act.
* Preparation of cash flow & bank reconciliation statements.
* Budgeting, Financial planning and analysis, preparation of projected financial statements
* Inventory management. Valuation of closing inventory in accordance with GAAP.
* Accounts receivable and accounts payable management.
* Ratio analysis, Trend and variance analysis.
* Review Lease agreements, passing rent accruals and preparing schedules as per AS-19
* Preparing Form A1, Form A2 and other documents relates to foreign payments as per RBI guidelines.
* Preparing documents for Income Tax scrutiny related matters
* Computation and payment of Advance Tax for various clients
* Managing payroll processing function involving computation of salaries, attendance, leave, fixed & variable entitlements filing monthly, yearly and quarterly filings of tax returns.
* Preparing the sales invoices, debtors’ reconciliation, cash & fund flow statement, and other financial reports to keep track of financial performance
* Computing & arranging for timely deposit of taxes (Income Tax, Sales Tax, Service Tax and VAT); filing the returns for timely completion of assessment and ensuring statutory compliance
* Preparation of MIS reports for management, analysis of the key performance indicators for reporting. Identified unusual variances and brought the same to the top management’s attention.

**ARTICLESHIP EXPERIENCE**

Started my professional career as an articled assistant (April 2009-April 2012) with H. Sreenivasan Co. The firm has a diversified clientele from different industries.

* Revenue, Purchase and Expense cycle testing.
* General ledger review, Selecting the sample size from the population, Reconciliations
* Income Tax Return Filing (Manually and Electronically) of Companies, Partnership Firms, Individuals, H.U.F, Charitable Trusts.
* Checking the correctness of TDS deducted on various expenses and timely payment of the same
* Finalization of Trial Balance, Profit & Loss Account and Balance Sheet
* Drafting of schedules & notes to accounts and Audit Reports
* Assisting in preparation of financials and due diligence for projects
* Verification of Foreign Exchange transactions as per FEMA Guidelines
* Preparation of company search reports on basis of findings from MCA portal
* Preparation of Scrutiny Details as per requirement.

**COMPUTER SKILLS**

* Successfully completed computer training course conducted by ICAI
* Proficiency in Microsoft office, Outlook and Windows latest operating software.
* Software Packages like Tally. ERP 9, Quick Books, Sage Accpac, Exact software,

**PROFESSIONAL/ACADEMIC QUALIFICATION**

* Completed CA from Institute of Chartered Accountants of India in May’2015, obtaining 51%
* Completed B. Com(Hons.) in Accounting and Finance from Kannur University in March’ 2005 obtaining 71%
* Completed HSC(Commerce) from Higher Secondary Board, Kerala in March’2002, obtaining 71%
* Completed SSLC from Kerala State Public Education Board, in March’2000, obtaining 67%

**PERSONAL DETAILS**

Date of Birth : 27th May’1985

Linguistic Proficiency : English, Malayalam, Kannada and Hindi.

Nationality : Indian.

I do here by declare that the information given above is true