 **CURRICULUM VITAE**

**Shalu**

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***Career Objective:-***

*To reach the highest echelons of an organization with hard work, dedication, constant endeavor to achieve better and add value.*

***Professional Qualifications:-***

* **CA Inter**, ICAI (Institute of Chartered Accountants of India), May 2012
* **Bachelor of Commerce** *(Aggregate 60%),*Indira Gandhi National Open University, December 2013
* Senior Secondary class XII *(Aggregate 92%)*, Indian Council of Secondary Education, March 2011
* Higher Secondary class X *(Aggregate 86%)*, Indian Council of Secondary Education, March 2009

***Professional Experience:-***

3 years of functional experience as Articled Assistant.

**VARMA AND VARMA CHARTERED ACCOUNTANTS, TRIVANDRUM Articled Assistant** (September 2012 – September 2015)

Varma & Varma (www.varmaandvarma.com) was founded in June 1935 with its first office at Cochin in South India. The firm currently operates in eight centers spread over the States of Kerala, Tamil Nadu, Karnataka and Andhra Pradesh in India. The client groups include Large-Medium sector, Public-Private sector, Foreign-Domestic Corporates and Banks.

***Key Roles and Responsibilities:***

*Statutory Audit Engagements:*

* Performed procedures based on primary statement review & client meetings to determine audit plan.
* Performed audit in accordance with the Standards on Auditing issued by ICAI.
* Supervised audit team on engagements.
* Discussion of accounting and auditing issues with partner in charge and client’s management.
* Preparation of audited financial statements and related documentation.

*Tax Audit Engagements/Others/Agreed upon procedures*

* Performed Tax audits and drafting of tax audit reports.
* Filed returns for individuals/firms/Corporates.
* Preparation of books of accounts and financial statements in accordance with Indian GAAP.
* Preparation of Transfer pricing reports based on analysis of transactions with associated companies.

*Internal Audit Engagements*

* Preparation of audit plan based on evaluation of controls, previous internal audit reports and financial statements.
* Analysis of system and process in detail.
* Preparation of corresponding working papers covering deviations and significant findings to support examination.
* Discussion of Audit findings with engagement senior.
* Preparation and finalisation of the Internal Audit Report.

***Key Sector Exposures:-***

* **Hotel**: Leela hotels Kovalam, Kovalam Resorts Pvt Ltd.
* **Information Technology**: Cronos Consulting India Pvt Ltd,Travancore Analytics Pvt Ltd, Devicedriven &Needstreet Technologies Pvt Ltd, Attinad Pvt Ltd.
* **Manufacturing**: Kerala State Electronic Development Corporation, Kerala State Textile Corporation
* **Retail**: Venus Gas Agency, Somasundaram & Sons Handlooms.
* **Automobile** : Indus Motors Pvt ltd, Hercules Motors.

***Skills & Trainings:-***

* Expert knowledge in **MS Office.** (Excel, Word, Power Point)
* Hands-on experience in **Tally.**
* General Management & Communication skills course consucted by **ICAI** (Institute of Chartered Accountants of India) in June, 2015.

***Other Achievements:-***

* Selected to present “Updates to Indian Auditing standards” in the firm’s seminar as part of induction process to the articled assistants.
* Recipient of “Academic Excellence Awards” in XIIth Grade.
* All Rounder in the “General Management and Communication Skills” in the year June 2015.
* Active participant and winner in various cultural events such as Dance and Music at School level.

***Personal Strengths:-***

* Effective communicator with strong analytical, problem solving & organizational abilities.
* Results oriented individual & consistent contributor with ability to work in and to guide a team.
* Maintained an excellent reputation through exceptional inter personal skills and hard work.

***Personal Dossier:-***

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| Gender | : | Female |  |  |  |
| Nationality | : | Indian |  |  |  |
| Marital Status | : | Married |  |  |  |
| Linguistic Proficiency | : | English, Malayalam |  |  |  |
| ***Passport Information:-*** |  |  |  |  |  |
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***Declaration:-***

I hereby declare that the information furnished above is true to my knowledge and belief.