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| **SHWETHA**  *B.Com, ACA* | | | |
| IMG_9212==.jpg  Dubai, United Arab Emirates  C/o-Mobile: +97150479835  Email: [shwetha.340304@2freemail.com](mailto:shwetha.340304@2freemail.com) |  | Profile Overview | |
| * Qualified Chartered Accountant (2013) with post-qualification experience of 3 years. * Focused & determined with good communication & Interpersonal skills. * A consistent high performer in academics and an active participant in sports and extracurricular activities. * Enthusiastic to work in an environment which provides avenues to apply and improve my skills, knowledge and career enhancement while imbibing the objectives of the organization. | |
| Professional Experience | |
| Academic Qualification  CA - Final 2013 | ICAI  CA - Professional Competence Exam (Intermediate) 2011| ICAI  Bachelor of Commerce 2008 | St Aloysius College | Dec 2013 – Nov 2016 | Senior Audit Manager/ Client Relationship Manager M/s Rodrigues & D’Souza, Chartered Accountants, Mangaluru, India  * Oversee and follow-up of work assigned to my team members and look into the timely completion of professional engagements assigned. Also handled smooth co-ordination and maintained cordial client relation between the team members and firms’ clients. * Managed and led the team for branch audit of Banks and Insurance Companies that covered key areas such as review of the documentation, and statutory financial reporting requirements. * Costing analysis: Study of variance analysis of the expenses and its impact on profitability and preparation of cash flows accordingly. * Project investment planning: Preparation of project report and raising bank finance for the expansion project of operations. |
| Skills & Training  MS Office | Tally ERP | General Management & Communication Skills | ICAI. Information Technology Training |ICAI.  *\*ICAI- Institute of Chartered Accountants of India.* | Jan 2013 -Nov 2013 | Accounts Sr. Executive  *Mangala Builders Private Limited, Mangaluru, India*   * Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization. * Determining financial objectives. Designing & implementing systems, policies & procedures to facilitate internal financial control. * Effective Cash Flow Management * Filing VAT return, E-TDS payment & E-TDS quarterly return, Independent handling of VAT, TDS & Income tax assessment. * Preparation of bank reconciliation statement and reconciliation of debtor & creditor balances. * Effective management of resource utilization, analyzing budget deviations, propose solutions and offer tax strategies to the management. |
| Personal Information  Date of Birth: 7th August 1987  Marital Status: Single  Nationality: Indian  Visa Status : Visit Visa  Linguistic Abilities : English,  Hindi & Kannada | Jun 2008 - Dec 2011 | Articled Assistant M/s Rodrigues & D’Souza, Chartered Accountants, Mangaluru, India  * During the period, undergone intensive training and handled various interim, statutory audits and tax audit of corporate companies and trust, tax computations of individuals and finalization of accounts. * Maintaining audit working papers & documentation. * Direct Tax and Indirect Tax: Ensured procedural compliance of service tax laws, tax planning, computation of capital gains and total income of individuals and filing of returns, handle Income Tax representation on behalf of the associate’s clients. |