**Cover Letter**

Dear Sir/ Madam,

Kindly accept my application and resume in regard to a suitable profile in your esteemed organization, known for its excellent work culture and high professional standard.

I have worked in India with some reputed Chartered Accountants, during my Articleship period for 3years. I possess valuable experience in all facets of Accounting, Auditing and Taxation of Companies, Banks, Trusts, Partnership Firms, Individuals Etc. I have perused degree in Bachelor of Commerce and also successfully cleared Professional Examination-2 (PE-2) from the Institute of Chartered Accountants of India. This experience has given me an excellent opportunity to obtain a good understanding of the dynamics of this field.

You will see after reviewing my profile, that I have made numerous contributions to my past firm that has benefited the bottom line. These accomplishments are derived from my exceptional interpersonal and communication skills & unparalleled work ethic. I feel that my strong background is my ability to assimilate new ideas and concepts, and extreme dedication & passion for my work in this field.

I am currently in Dubai. I am looking for a job to further expand my expertise and to endeavor opportunities with a better profile. I strongly believe, considering my credentials, my resume will interest you and motivate you to consider my candidature in your honored organization. I will positively be in a position to join the company at the earliest after hearing from you.

I sincerely look forward to have the opportunity to meet you and present to you in person my strong credentials for this position. I invite you to contact me for a phonic interview, if you so desire.

 [**RASHMI.367159@2freemail.com**](mailto:RASHMI.367159@2freemail.com)

**PROFILE –**

A Fresher who is seeking out for suitable opening within any organization preferably in Banking Sectors, Audit Firms in Finance/Accounts Division and Audit Division. Possess capability of dealing with multicultural clientele. A dedicated and motivated team player with good communication skills, interpersonal, problem solving, client convincing, coordination and customer service skills.

|  |  |  |
| --- | --- | --- |
| **STRENGHTS** | | |
| * Problem Solving Skills | * Key Accounts Handling | * Team Motivation |
| * Effective Solution Finder | * Effective Communication Skills | * Customer Service Skill |
| * Effective Negotiation Skills | * Deal with Multicultural Depts. | * Client Relationship Skill |

**CAREER PROGRESSION –**

**C.A. Articleship in Mumbai, Maharashtra, India 06-07-2009 - 13-03-2010**

Was Working as Audit Assistant during the Articleship period under **CA.Viresh Kanhialal Bhagchandani ACA,**  from Year 06-07-2009 to 13-03-2010.

**Cheeran Varghese and Company 24-02-2007 - 16-06-2009**

**An Audit Firm in Thrissur, Kerala, India**

**Key responsibilities and duties as Audit Assistant with Cheeran Varghese and Company-**

* Performed various audits v.i.z Company/Firm Audit, Bank Audit( Final Audit in Corporation Bank, Bank Baroda, Trichur Dist., Kerala, India), Statutory Audit in Federal Bank, Trichur, Interim and Final Audit in KLF, a leading oil company in Kerala., NBFC Audit and others.
* A key person in carrying out various audit assignments related to audit in firms and banks at different locations in Trichur District Kerala.
* Was responsible in performing periodical audits and submitting the final reports within the allotted timeframe.
* Was a team leader and key person in handling meetings and conferences with Department Heads, Managers and Officers in various firms and organizations.
* Was responsible in preparing the projected feasibility reports and statements and later submit it to senior management after completition.
* Vigorous follow up with concerned officials in different firms in collecting various data required for audit purpose and then forwarding the financial statements/ accounts and final reports to senior officials for their review and further action.

**ACADEMIC QUALIFICATIONS-**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMINATION** | **BOARD/UNIVERSITY** | **PERCENTAGE OF MARKS** | **DATE OF PASSING** |
| C.B.S.E – 10TH GRADE | A.I.S.S.E | 70.4% | 05-06-1999 |
| C.B.S.E - 12TH GRADE | A.I.S.S.E | 82.2% | 25-05-2001 |
| BACHELOR OF COMMERCE | CALICUT UNIVERSITY | 70.73% | 13-07-2004 |
| C.A INTER | INSTITUTE OF CHARTERED ACCOUNTS OF INDIA (ICAI) | First Group-52.67%  Second Group-51.67% | 17-01-2007  29-07-2006 |

**EXPERIENCIES -**

Completed C.A. articleship in two lots from Mumbai and Kerala.

Completed the GMCS (General Management & Communication Skills Course) from 21-11-2012 to 5-12-2012 as a part of pursuing CA Final.

**TECHNICAL QUALIFICATIONS**

* MS Office- MS Word, MS Excel, MS PowerPoint from APTECH.
* Database SQL on Fast Track from APTECH.

**SPECIAL HIGHLIGHTS AND OUTSTANDING PERFORMANCES**

* Certifications – Topperat school in 12th Grade scoring 82.2 %
* Was nominated for district level talent search
* Participated in various sports competition, English Elocution, English Extempore, English Essay Writing etc.

**AREAS OF INTERESTS / HOBBIES**

Listening to Music, Cooking, Reading