**JASMINE**



**JASMINE.367323@2freemail.com**

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**CAREER OBJECTIVE**

A good position in a dynamic and avant-garde company that can utilize my acquired skills effectively with enhanced job responsibilities, continued growth and advancement.

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| **PROFESSIONAL SYNOPSIS** |

* A M.Com graduate along with CA inter having 4 plus years of experience in the field of Financial Management, Financial Analysis, Accounting, Auditing & Taxation.
* Ability to handle the Finance department independently (from data entry to finalization), Balance sheet, Profit/Loss, Receivables, Payables, Bank Reconciliation Statement and management reporting having good Knowledge of accounting software – Tally ERP 9.
* Proficient in MS Excel & MS Word. Good command over English, pleasant personality with excellent communication skills.
* Well versed in negotiation and maintaining client relationships.
* Well versed in accounting processes & Systems, Analysis and presentation of complex financial data to facilitate decision making.
* Proficient in computation of corporate and individual taxes.
* Efficient in maintaining clear cut and accurate records with excellent technical skills.
* Strong analytical and logical skills.
* Effective communicator with excellent relationship management and inter-personal skills.
* Affable, hardworking, sincere and adaptable to any working situations and a continuous learner.

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| **COMPANY PROFILE & RESPONSIBILITIES** |

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| ***ORGANISATION:*** | **Plant-Tech Industrial Services Limited** |
|  | **Industrial Area, Baikampady, Karnataka 575011** |
| ***DURATION:*** | **01-September-2015 to 15-November-2016** |
| ***POSITION:*** | **Finance Executive** |
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* Preparation of profit/loss account, Balance Sheet and bank reconciliation Statements.
* Reporting to the finance manager on the key factors affecting the financial position.
* Participating in managerial discussions on reduction of overheads having negative impact on financial position and vice versa.
* Conducting Cost/Benefit analysis and ratio analysis for huge magnitude projects based on customer PO’s, payment terms and cost to the company.
* Application of NPV method of capital budgeting to know the project feasibility.
* Cross verifying the client LPO’s with the quotations and Bill of Quantity (BOQ’s) to support procurement department and reporting in case of discrepancies.
* Verification of quotations with the costing done by sales and pre sales department to analyze the profitability.
* Ensuring timely collection of receivables by sending Statement of Account (SOA’s) to the clients on monthly basis.
* Execution of LC’s and Bank Guarantees respectively as per suppliers and client requirements.
* Supporting client queries and calls on various financial aspects.
* Effective coordination with the auditors regarding finance and audit related aspects.
* Assisting and training the accounting staff.

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| ***ORGANISATION:*** | **Ganesh and Sudhir Chartered Accountants** |
|  | **1st Floor, Albuquerque Chambers, Pandeshwar, Mangalore-01** |
| ***DURATION:*** | **04-July-2012 to 03-July-2015** |
| ***POSITION:*** | **CA Intern** |

Three years of internship done as a part of Chartered Accountancy Course, achieving experience in the following areas

* Audit of various entities including companies, trusts, co- operative Societies firms and individuals.
* Involving experience in the areas of vouching, physical verification, visit to clients places to ensure maintenance of required records and books of accounts, apply complete check or test check methods based on the nature of the institution, seek client queries and document the clarification given, compliance and issuance of loan procedures including mortgage loan, hypothecation loan, surety loan etc.
* Finalizing the accounts of various entities including preparation of bank reconciliation statements.
* Management reporting and decision techniques such as ratio analysis, preparation of cost sheets, break even analysis.
* Preparing projected and provisional financial statements of various entities to facilitate expenses and tax planning.
* Direct taxation matters such as TDS, Advance tax and computation of taxable income of various entities and ensuring timely filing.
* Preparation of 3CA, 3CB and 3CD reports for entities subject to tax audit and timely filing of the reports.
* Ensuring client compliance with closure of books of accounts after passing of audit entries.
* Preparation of net worth statements for individuals for the purpose of foreign travel.
* Indirect taxation such as service tax registration, computation, timely payment and timely filing
* Adequate experience in compliance with Income Tax Act of 1961.
* An excellent understanding of the technical aspects of accounting including application of accounting standards.
* Train the new CA interns and lead and support them in work completions.

**EDUCATIONAL & TECHNICAL QUALIFICATION:**

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| *DISCIPLINE* | *INSTITUTION/BOARD* | *YEAR* | *MARKS* |
| IPCC (CA Inter) | Institute of Chartered Accountants of India | 2012 | 51% |
| M.COM | Karnataka State Open University (KSOU) | 2013 | 60% |
| B.COM | St. Aloysius College Mangalore (Autonomous) | 2011 | 87% |

SKILLS:

COMPUTER SKILLS:

* Proficient in MS word, Excel, Power Point and Outlook
* Proficient in tally ERP 9

PERSONAL SKILLS:

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| * Dedicated, Sincere, hardworking.
* Excellent skills in team working and good leadership qualities.
* Highly adaptable, willingness to learn.
* Highly Competitive and good communication skills.
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OTHERS:

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| * Secured 3rd Rank in BCOM from St. Aloysius College (Autonomous) Mangalore.
* Attended General Management and Communication Skills program for a period of one month and various state level seminars and training programs organized by the Institute of Chartered Accountants of India.
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DECLARATION:

I hereby declare that the details provided above by me are true to the best of my knowledge.