

**VIJILA**

**VIJILA.369683@2freemail.com**

A qualified **Chartered Accountant** with **Bachelor’s Degree** in Commerce, Having more than Two years Post-qualification experience in banking sector in Bangalore, India.

**PROFESSIONAL EXPERIENCE:**

**JANALAKSHMI FINANCIAL SERVICES PVT LTD, Bangalore (Sep 2008-Oct 2010) - Sr. Executive**

**Finance & Accounts**

**Management Information systems**

* Preparation of financial and non-financial information statement for the management
* Statement consisting of B/L, Cash flow and branch wise information
* Non-financial information including geographical data presentation , details of repeat loans , new customers etc
* Budget preparation and analysis
* Training colleagues and new recruits about MIS

**Book keeping and other compliances**

* Review reconciliation and remittances of TDS , PF , ESI , PT and ST
* Filing statutory returns : NBFC returns , service tax and TDS
* Bank reconciliation , Managing fund flow , arranging funds for local branches
* Review and reconciliation of Advances and GL’s
* Managing FAR
* Review and preparation of Financial statement

**ERP Implementation and migration**

* Migration from Excel to FINO- ERP
* Reconciliation of Advances, Receivables, Interest , Disbursement and recoveries
* Post migration : Cash management , monthly reconciliations, PAR analysis and Ageing analysis

**V.K.M.MADHAVAN &CO-Chartered Accountants, Calicut, Kerala.(Aug 2006-Aug 2008) Senior**

**Audit Assistant**

* Guided clients to save taxes within the limits of rules
* Prepared books of Accounts, e –filing income tax returns for salaried and proprietor individuals
* Visited Income tax department to represent clients
* Did regular process audits and give suggestions for improvements
* Understanding clients requirements and making strategies for effective customer conversion
* Negotiate with corporate houses to close the deals
* Completed various types of Audits within the time frame
* Did various Internal and statutory audits of many big and midsized companies
* Ensured that financial statements are in compliance with professional accounting standards

**ARTICLESHIP TRAINING : M/s Nathan & Co, Calicut and M/s Rajan FCA, Kalpetta**

Here, I gained deep insight in the system of Accounting and checking coupled with the internal control procedures that was followed by the client

**PRACTICAL TRAINING:** Attended General Management and Communication Skills Course at

Ernakulam Branch of ICAI.

**EDUCATIONAL QUALIFICATION:**

CA Final 2007 Institute of Chartered Accountants of India

**COMPUTER PROFICIENCY:**

Operating systems-Windows 2000, XP, 98

Office Package-Microsoft Excel, Word, Power point, Outlook

Accounting Package-Tally ERP Version 9

**LANGUAGES KNOWN:** English, Malayalam and Hindi

**PERSONAL DETAILS:**

Date of Birth 3rd April 1980

Sex Female

Religion Hindu

Marital Status Married

Nationality Indian

Visa Status Husbands VISA