

ALGI

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**Objective**

Get a challenging career and to utilize myself in a prestigious organization where my skills & knowledge can be honored and shared to my coworkers in full to achieve the goals of the concern and strive for its development to meet the zenith in my career and self-development to make life sensible.

**Qualification Summary**

* Three years of experience as Article assistant.
* One year and two months experience as audit assistant.
* Outstanding interpersonal and negotiation skills; skilled at resolving potential problems.
* Good written and oral communication skills.
* Flexible to fresh concepts and responsibilities.
* Capable of managing different tasks concurrently.
* Dependable team member with positive outlook.

**Professional Experience**

* SGS COMPANY Chartered Accountants – Article Staff – since February 2013.
* SGS COMPANY Chartered Accountants – Audit assistant – since November 2011.

**Work Experience:**

**SGS & Company Chartered Accountants, Thrissur.**

​Completed 3 years of articleship

* Represented the firm on a variety of audit assignments comprising of Statutory Audit, Tax Audit, Investigation Audit, Internal Audit, Stock Audit and Special Audit assignments including VAT Audits of small & medium sized companies, partnership firms and properietory concerns.
* Verified internal controls and carried out internal audit, providing suggestions for improvement of the same.
* Statutory and Concurrent of various banks like SBI, UCO Bank, Federal and Dhanalakshmi Bank Ltd

etc.

* Accounts and other related works of many Companies, Firms and Individuals
* Work Experience and knowledge about Income Tax, Service Tax, VAT and other finance related

areas

* Playing the role of an accountant in accounting assignments
* Prepared Financial Statements, Profit and Loss Accounts, Balance-Sheet, schedules and various accounting reconciliations.
* Preparation of Income Tax Returns for individuals, firms & companies and providing consultancy for Tax Planning.
* Bank statement and report reconciliation
* Auditing of books of accounts of various companies such as statutory audit concurrent audit stock audit.

**Area of Interests**

* Cost Accounting.
* Financial Accounting and reporting.
* Managerial Accounting
* Taxation - Income Tax , Service Tax, VAT.
* E- Return filings - ITR, STR, TDS, VAT.
* MCA Filings.

**Educational & Technical Qualifications:**​

* CA Inter 1st group (February 2013) from Institute of Chartered Accountants of India with 55.75% aggregate
* C P T (2010) from Institute of Chartered Accountants of India with 58.5% aggregate.

• 15 Days Training Programme in General Management & Communication Skills ( GMCS ) from Institute of Chartered Accountants of India, Thrissur.

* 100 Hours Information Technology Training (ITT) from Institute of Chartered Accountants of India.
* Graduation (B.Com) from IGNOU University (June 2015) with 64% aggregate.
* 12th (March 2009) from central Board , CBSE with 82.2% aggregate.
* 10th (March 2007) from State Matriculation Board with 62% aggregate.

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| **Technical Expertise** |  |
| • | Operating Systems | : Windows 2000,Windows XP, Windows 7 |
| • | MS office | : MS word, MS Excel |
| • | Accounting Software | :Tally ERP 9, Tally 9 , Tally 7.2, Tally 6.3. |

**Personal Details:**

Name :​**ALGI**

Date of Birth : 16-05-1992

Sex : Female

Marital Status : Married

Religion : Hindu

Nationality : Indian

**Languages known:**

To Speak: English, Malayalam, Tamil

To Read & Write: English, Malayalam, Tamil and Hindi.

**Hobbies :**

Listening to music, watching T.V, Reading Books and travelling.

**DECLARATION**

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

Date:

Place: Thrissur **ALGI**