**Sudha**

**Sudha.373137@2freemail.com**

**Professional Summary**

* To operate within the Company standards with regard to the Environment, Health, Safety, Security and Quality.
* Highly effective at time management and interacting productively with colleagues and clients.
* Capable successful at clear and concise report. Remains highly involved in the tracking and testing of implemented solutions.
* Dedicated auditing professional with the accomplished ability to work independently and as a team member to successfully achieve project goal and objectives.

**Skills**

|  |  |
| --- | --- |
| * Audit Reporting
 | * Microsoft Office Package
 |
| * Internal and External Auditing
 | * Tally Package
 |
| * Strong Interpersonal Skills
 | * Balance Sheet Preparations
 |
| * Fraud Detection and Prevention
 | * Year end Report Preparation
 |
| * Performance Audits
 | * Tax Manintenance
 |

**Work History**

**Audit Executive 08/2014 to Current**

**CA Roy John Thomas – Trichy, Tamil Nadu.**

* Supported management through risk identification, control testing and process improvement procedures
* Reported internal control issues to management and supplied comprehensive recommendations to mitigate the associated risks.
* Communicated audit results to upper management through written reports and oral presentations.
* Articulated audit findings, risks and detailed recommendations to upper management.
* Met with clients to identify and asses business controls, risks, process gaps and work flow inefficiencies.

**Education**

* 2011-2014 B.Com., with 70% at Holy Cross College, Trichy.
* 2010-2011 Higher Secondary School Certification 12th with78% at Savitri Vidyasala Hindu

Girls HSS, Trichy.

* 2008-2009 Secondary School Certification 10th with 79% at Savitri Vidyasala Hindu Girls

HSS, Trichy.

**Certifications**

* Certificate Course in Event Management from Bharadhidasan Univesity
* Completed the Computer Accountant Course by CSC Computer Education (P) Ltd.
* Typewriting in English Junior and Senior Grade
* Leadership & Social Awareness Training during the academic year 2006-07

**Personal Details**

* Date of Birth 05 Apr 1994
* Citizenship India
* Language Tamil, Telugu, Hindi& English
* Trichy- 620 002.

**Declaration**

I hereby declare the information furnished above true to the best of my knowledge.