

**Feena M.A, BSc, ICWA**

[**Feena.373416@2freemail.com**](mailto:Feena.373416@2freemail.com)

Finance Professional having more than **4** **years** of experience in **Costing, Financial Reporting, Taxation & Auditing**. Specializes in the efficient use of financial and accounting software especially in fast-paced work environments. Experienced with work in the private and public sector. Presently seeking a professional and satisfying role in a reputable company.

**Professional Profile**

* CMA holder (From, The Institute of Cost Accountants of India) with graduation in Mathematics.
* Competent in Shouldering Responsibility related to Accounts, Costing, Auditing & Statutory compliance.
* Working Knowledge in Cost Audit, Internal Audit as well as Statutory Audit of Manufacturing companies, Service & Construction companies
* Expertise in preparation of Cost sheet, Compliance Report, Performance Appraisal report, Sales Analysis, GP Analysis, Profit Reconciliation, Value Addition Statement, Financial Position & Ratio Analysis, Cash Conversion Cycle, Accounts Finalization, Consolidation, Data Analysis, Cash flow, Fund flow, MIS.
* Comprehensive knowledge in MS Office Applications and Accounting Software.
* A quick learner and a hard worker.

**Career Advancement**

**Jan 2016 – Aug 2017 Cost Accountant – PB MURICKEN & ASSOCIATES, COST ACCOUNTANTS, KOCHI**

**Key Responsibilities:**

* Conducted internal audit and accounts supervision of business entities.
* Preparing and analyzing accounting records and financial statements reports.
* Preparation of cash flow statement, MIS reports.
* Physical verification of cash, stock and related records.
* Identifies and communicates issues raised during the course of audit and, offering recommended solutions.
* Preparation of Project Proposal for Bank Loan.
* Preparation of Power Point Presentations on various topics related to Finance Management.
* Company registration, provide assistance to obtain DIN, DSC.
* ROC filing.
* Assisted in Statutory Bank Audit.

**Feb 2015 – Dec 2015 Senior Executive (Finance)** – **ASTER MEDCITY, KOCHI**

**Key Responsibilities**:

* Charge of Operational Financial Audit section.
* Process mapping of each Out Patient (OP) billing operations & to find out any revenue leakage.
* Identifying gaps, providing solution for rectifying the gaps analyzed for action plan.
* Presenting before the Head by creating PowerPoint Presentations.
* Reporting to the Finance Controller on a daily basis
* Evaluating the internal control procedures and recommending improvements of different divisions.
* Foreign Exchange rates updating in HIS (Hospital Information System).
* Conducted Second Stock Audit of the year.
* PO (Purchase Order) Approval in Oracle.

**Jan 2014 – Jan 2015 Senior Associate (Cost Management) – K.A Felix & Co, COST ACCOUNTANTS, KOCHI**

**Key Responsibilities:**

* Cost Audit of - Kerala Ayurveda Ltd, Malankara Plantations Ltd.
* Compliance Report of - Malayala Manorama, Kottayam, VKC Footsteps (India) Pvt Ltd, Veekesy Elastomers, VKC Footprints, Oil Palm India Limted
* Preparing annexure to Cost audit report and Compliance report and converting them into XBRL format as per the taxonomy and Business rules provided by ministry of Corporate Affairs.
* Calculation of labor, overhead, and Material costs.
* Preparing reports to compare budgeted costs to actual costs.
* Yearly comparison of revenue & expenses, Stock ageing analysis, changes in working capital, cash conversion cycle.
* Representation of data in the form of graphs & charts.
* PowerPoint Presentations.
* Preparation of Cost Sheets, Breakeven point analysis, Gross Profit Analysis, Sales analysis reports, Performance Appraisal reports.
* Prepare Provisional Accounts, Cash flow statement, Ratio analysis, Variance analysis, exceptional MIS reports.

**Apr 2012 -Apr 2013 Industrial Trainee in Finance Dept. - BPCL KOCHI REFINERY, AMBALAMUGAL, KOCHI.**

**Key Responsibilities:**

* Training under Sales tax Dept & Project Finance Dept.
* Checking of C-Forms.
* Verification of Garnishee payments for a period of ten years.
* Preparation of Garnishee Payment statement in Excel Format for presenting them to the Sales Tax Office.
* Verification of the new project (Integrated Refinery Expansion Project) proposal files.
* Checking the computation of Service Tax & other calculations of the project proposal files for ascertaining the lowest bidder.
* Capitalization & Clearing in SAP.

**Academic Record**

**2010-2013** ICWA (The Institute of Cost Accountants of India, Kolkata).

**2007-2010** BSc Maths (Mahatma Gandhi University) - 92.6% marks

**2007** Plus Two – Computer Science – 84% marks

**2005** SSLC - 85.26% marks

**System Proficiency**

**MS Office** MS Word

MS Excel

Power Point

**Tally ERP 9** Advanced Inventory Management

Outstanding Management

Job costing

Cost & Profit Centre

Budget & Scenario Management

Bank Reconciliation

Payroll Accounting & Statutory Compliance

**HIS Hospital information system**

**Basic Exposure SAP, Oracle**

**Languages Known**

English, Malayalam, Hindi

**Personal Profile**

**Gender**  Female

**Age & DOB** 27 years, 31.10.1989

**Marital Status** Married

**Nationality** Indian

**Visa Status** Visit (3 months)

**Target Job**

**Industry Type** MNC, Banks, Hospitals, Audit Companies, Manufacturing & Production, Service Industry etc.

**Job Roles** Senior Finance Executive, Internal Auditor, Cost Accountant, Senior Accountant, Accountant etc.

**Job location**  Dubai, Sharjah

**Notice period** Nil, Can Join immediately.