**FATHIMA**

[**FATHIMA.374465@2freemail.com**](mailto:FATHIMA.374465@2freemail.com)

**OBJECTIVE**

To obtain a challenging position that suits my abilities in an organization and to contribute to the success of achieving organizational goals by all means.

**PROFESSIONAL PROFILE**

* Proactive & results oriented with broad experience in all aspects of Accounting & Financial Management.
* Well disciplined with proven ability to manage multiple assignments efficiently under pressure while meeting tight deadline schedules.
* Strong team builder & facilitator.
* Ascertain needs & goals, streamlines existing operations, envision new concepts & future trends.
* Effectively communicates directions, commits people to action.

**PROFESSIONAL QUALIFICATIONS**

CA (Chartered Accountant) from ICAI (Institute of Chartered Accountants of India) in 2011

**ACADEMIC QUALIFICATIONS**

Graduation in B.Com from Kerala University with specialization in Accounts, Audit & Commerce.

Currently Pursuing Mcom

**TECHNICAL KNOWLEDGE**

* Well versed with Office Automation (Excel, Word & PowerPoint), and Internet Application.
* Well versed with accounting software especially TALLY ERP 9, Taxation software
* Operating System : Windows 2007 , XP And Vista
* Other Relevant Skills : Expertise In Taxation And Finance, Good Communication.
* Proficient in efiling of various forms and returns

**PROFESSIONAL EXPERIENCE:**

**Organisation : KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD**

**Designation : Senior Finance Officer from 26.12.2015 to Till Date**

It is a Company under the control of Government of Kerala. Keltron is India's first and the largest electronics corporation in the State sector manufacturing products, having 14 units all over India and having two subsidiary companies.

**Key Responsibilities & Accomplishments:**

* Finalization of accounts
* Preparation of Financial Statements
* Preparation of Bank Reconciliation
* Preparation of various reports
* Reconciliation of inter unit and intercompany transactions
* Calculation, and Filing of income tax return, Service Tax Return, TDS return, GST Returns etc
* Preparation of Budgets of the companies
* Verification of documents and approval of the same.
* Analyze financial data, records, reports and statements.
* Assisting Internal Auditors, Statutory Auditors etc

**Organisation : Thajudeen & Associates, Chartered Accountants**

1. **Designation : Chartered Accountant November 2011 – December 2015**
2. **Designation : Accounts cum Audit Manager From 27.10.2010 to Nov 2011**
3. **Designation : Articled Clerk From 27.10.2007 to 26.10.2010**
4. **Designation : Accountant cum Audit Team Member From 16.09.2006 to 26.10.2007**

The firm is a leading Chartered Accounting Firm in Kerala and one among the 50 top chartered accountants firms in India. It is having branches at Ernakulam and Bangalore. The firm has been engaged with various professional assignments like Statutory Audits, Internal Audits, Management Consultancy, Financial and Tax Consultancy for clients such as Nationalized Banks, Private Companies, Partnership firm & all kinds of clients.

**Became the working partner (Chartered Accountant) of the firm from April 2012 onwards.**

**Organisation : CA RAJA JEYASEKHAR , Chartered Accountants**

**Designation : Accountant cum Audit Executive from 15.05.2004 to 31.08.2006**

The firm is a leading Chartered Accounting Firm in Tamilnadu. The firm has been engaged with various professional assignments like Statutory Audits, Financial and Tax Consultancy for clients.

**Key Responsibilities & Accomplishments:**

* Finalization of accounts
* Preparation of Monthly Financial Statements including Cash Flows & Ratio Analysis
* Preparation of Bank Reconciliation
* Preparation of financial statements including Consolidation
* Preparation of various reports
* Calculation, and Filing of income tax return, Service Tax Return, TDS return, MCA forms etc
* Preparation of Budgets of the companies
* Analyze financial data, records, reports and statements.
* Leading the works with team members. Having handful experience in Accounting, Auditing, Taxation & Companies Act.
* Experience of leading, supervising and coaching members of staff
* Plan and schedule audit programs
* Review and assess audits and ensure completion of audits on time
* Coordinate with clients about auditing practices
* Training associates/ audit assistants and other audit staff in proper for the execution of their jobs and duties
* Supervise and control completion of audit assignments including assessing internal controls, systems, planning Review work of audit staff, ensuring quality in compliance with professional standards/requirements
* Active engagement with senior staff to gain a good understanding of the business
* Audit of Government and other companies, partnership firms, trusts, proprietorship etc.
* Statutory, internal and management consultancy to Resorts, Hotels etc
* Maintain and update financial databases including audit findings
* Co-ordinate with the management to take necessary action on audit findings.
* Delivering results and meeting client expectations
* Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements
* Produce reports highlighting issues and providing potential solutions
* Analyzing and presenting recommendations
* Initiate internal audit controls for effective financial manage
* Processing all documentation for the formation of new companies and other firms.
* Making e payments and efiling of various returns
* Entry of accounts in tally software and other softwares

**TRAINING PROGRAMS & WORKSHOPS**

Frequently attending various seminars, programs and workshops conducted by ICAI, Chamber of Commerce and other professional bodies, which contribute growth in my profession.

**PERSONAL PROFILE:**

Date of Birth : 31.05.1984

Gender : Female

Marital status : Married

Nationality : Indian

Languages known : English, Malayalam, Hindi

:

**DECLARATION**

I hereby declare that the above mentioned information is true and correct to the best of my knowledge and belief. I am looking for a challenging job in the field of finance.