BALASUBRAMANIOM ****

**Sharjah, UAE**

**Date of Birth : 30th August 1995**

**🖂** **balasubramaniom.374877@2freemail.com**

**SUMMARY**

Use my knowledge and experience to make a positive contribution towards the success of the organization and to create a constructive path towards the achievement of organizational standards and goals.

**SKILLS**

* Profound drive for success and achievement.
* Can do, winning, flexible and positive attitude.
* Quick at learning new concepts and skills.
* Meticulous, hardworking and keen on displaying results.
* Presenting initiative and independence and can work on own or part of a team.
* Outstanding communication and interpersonal skills.
* Setting high standards of performance.

**EDUCATION**

**2017 DIFAA (DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING AND ADMINISTRATION)**

* Tally.erp9 (GST) Release 6.0
* Peachtree
* Manual Accounting

**2016** **B.Com: Commerce**

 **Mahatma Gandhi University** – Kottayam, Kerala, India

* B.Com with Finance & Taxation

**2013** **12th: HSE KERALA**

 **SMV HSS** – Poonjar, Kerala, India

* Commerce with Computer Application

**2011** **10th: National Institute Of Open Schooling**

 **Bharath Matha Vidyalayam** – Valavoor, kottayam, Kerala

* PCM BIOLOGY

**WORK EXPERIENCE**

June 2016 to June 2017 **Financial Analyst**

**Gopi Mohan Satheesan & Associates** - Kochi, Kerala

Practicing Company Secretary

Responsibilities:

* Maintenance of all statutory Records and Registers as required under the provisions of Companies Act of India, 2013 and other applicable laws of various public and private companies.
* Performed detailed analysis of the accounting data like balance sheet, profit & loss account and other related documents of various client organisations.
* Preparing Notices, Director Report, Resolutions & minutes of AGM, EGM, BM and Committees Meeting of various public and private companies.
* Preparing the complete set of Annual Report.
* Preparation and filing of various E-Forms(AOC-4, MGT-7, DIR-12, etc...) and Returns required to be filed under Companies Act, 2013 with RoC.
* Handling Depositary audit and Secretarial audit of various client organisations.
* Drafting and vetting of various documents and agreements like Articles of Association, Memorandum of Association, notice, directors report etc...
* Independently handled Alteration in Memorandum & Articles of Association of the Company processes viz. Change of Name of the Company, Alteration in Main Object Clause, Adoption of Other Objects and Alteration in the Capital Clause.
* Interacted with clients to expand networking and performed tasks as assigned

**IT SKILLS**

Package : Microsoft Office Applications

Accounting Package : Tally.erp9 (GST) Release 6.0, Peachtree & XBRL

**LANGUAGES**

* Fluent reading & writing English.
* Fluent reading & writing Malayalam.
* Fluent reading & writing Hindi.

**STRENGTHS**

* Sound Analytical and logical reasoning
* Leadership
* Good communicator
* Goal oriented team work
* High speed typing

**PERSONAL DETAILS**

* Nationality : Indian