**CURRICULAM VITAE**

**Hilna**

**Hilna.375516@2freemail.com**

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| **Career Objective** |

­­To pursue growth of my career in a competitive and challenging environment which will enable me to learn, grow and substantively build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organisation where I work.

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| **Professional Qualification** |

Chartered Accountant from ICAI in year 2015.

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| **Educational Qualification** |

1. Bachelor of Commerce (Accountancy & Finance) from Indira Gandhi National Open University in year 2014.
2. Higher Secondary from Kerala State Board in year 2010.
3. S.S.L.C. from Kerala State Board in year 2008.

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| **Organisational Experience** |

1. **Since September 2016 with Ernst & Young as Senior Associate**

The areas i am dealing are as follows:

* Statutory audits of companies.
* Fund Audit and quarterly review.
* Financial statements preparation and quality reviews.
* Updating audit details in auditing software.
* Worked on EY data analytics tool (Eagle, EY Random and EY Microstart)
* Preparation of Financial statements based on IFRS.
* Performed financial audits on areas of Revenue and Payments Procedures.
1. **December 2015 – September 2016 with Accurate Audit & Associates as Auditor**

During that period I have done the following assignments:

* Auditing of companies related to license renewal.
* Preparation of Financial Statements.
* Internal audits of companies.
* Preparation of project reports and other reports.
* Physical verification of stocks and recording.
* Book Keeping.
1. **September 2011 – September 2015 with M/S Manoj Swapna & Sindhu Chartered Accountants.**

During this period I have lead my team in carrying out the following assignments and was also involved in the finalization process.

* Statutory audit of various public limited, private limited, firms, proprietary concerns, trust and bank audits.
* Internal audit of public limited, private limited and trust.
* Stock audit of private limited companies.
* Tax audit of companies.
* Preparation of project repots and other reports.
* Conduct special audit & other assignments and reviews.
* Carryout random tests, evaluates the results & draw conclusions.
* Conduct preliminary survey for assigned audit assignments to collect relevant information and documentation.
* Finalization of financial statements.
* Draft audit Reports & recommendations.
* Conduct special assignments as may be assigned by audit manager

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| **Functional Knowledge and Skills** |

* Knowledge of International Financial Reporting Standards (IFRS), International Accounting Standards (IAS) and International Standards of Auditing (ISA).
* Strong Knowledge in the areas of accounting, auditing and application of various accounting policies and standards.
* Excellent analytical skills and documentation skills.
* Ability to work in a team environment
* Capability to supervise the work of others
* Proven track record of client service and meeting the dead line.
* Proficient knowledge of MS Office Tools and Tally.
* Strong analytical and logical skills.
* Excellent knowledge of business laws.

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| **Additional Qualifications** |

* Completed the Computer Training Course by passing relevant tests to the satisfaction of the Board of studies, ICAI.
* Completed Training in Peachtree Accounting Software.

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| **Personal Data** |

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| Date of Birth | : 25 May 1992 |
| Gender | : Female |
| Marital Status | : Single |
| Address | : Chittattukarakan House Mashpadi Stop, Nedupuzha Thrissur - 680015 |
| Nationality | : Indian |
| Languages Known | : English, Hindi, Malayalam & Tamil |
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| **Declaration** |

I hereby declare that the details mentioned above are true to the best of knowledge and belief.

Place: Thrissur