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**NEELI**

**Nationality: Indian**

**Email:** **neeli.381578@2freemail.com**

**Seeking assignments in Finance & Accounts/ Taxation**

**PROFILE SUMMARY**

An astute professional with over 4 years of experience in Finance & Accounts, Finalization of Accounts, Taxation and Statutory Compliances. Holds the distinction of achieving the set goals, implemented various financial disciplines, ensured procedures & process in place for smooth and timely delivery of needs of the company in the areas of finance and accounting. Adroit at conceptualizing & implementing financial procedures, internal financial controls and costing. Abilities in liaising with banks, financial institutions and other external agencies. Proficient in handling operations in compliance with rules & regulations. A multifaceted personality, passionate about controls and compliance with business process excellence.

**Core Competencies:**

* Finalization of Accounts
* Internal Control Review / Audits
* Budgetary Control
* Cost Control & Management
* MIS Development
* Tax Planning
* Statutory Compliances
* Making Critical Reviews on Audits

**ACADEMIC CREDENTIALS**

Pursuing MBA (Human Resource) from Sikkim Manipal University (Distance Learning)

2012 M.Com. (Finance and Control) from Bharathiar University, Coimbatore

2009 B.Com. (Computer Application) from Mahatma Gandhi University

**CAREER CONTOUR**

Muthoot Finance, Ernakulam Assistant Finance Controller Apr 2015 – Jul 2017

Hedge Equities, Thiruvalla Accountant Oct 2012 - Dec 2014

 **Key Result Areas:**

 **Finance & Accounts:**

* Implementing systems & procedures for timely preparation of statutory books of accounts and financial statements; providing financial reports including financial information and interpretations to the management.
* Maintaining books of account, daily bank reconciliation, treasury’s day to day work and preparing MIS.

**Auditing:**

* Managing the complete planning and management activities for audits, ensuring completion of audits within time and cost budget; coordinating with the bankers on limits, facilities & daily settlement to commodity exchanges.
* Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations.

**Budgeting & MIS:**

* Integrating financial budgets, forecasts, long term plans and quarterly revisions for individual units and for the group as a whole, set up systems to track and analyse variance.
* Assisting in preparation of MIS reports and other statements to provide feedback to top management on financial performance on monthly basis.

**Taxation & Compliance:**

* Ensuring the monthly deposit of service tax through e-payment and timely submission of service tax return.
* Performing the bank reconciliation, income tax return, TDS Return, Service Tax, Professional Tax and possess knowledge of Internal, Financial & Cost Control Systems.

**ACADEMIC PROJECTS UNDERTAKEN**

**Project:** Organization Study

**Duration:** 15thMay 2009 – 15thJune 2009

**Organization**: Akshara Printing Press, Alappuzha

**Details:** Created an overall awareness about the company inclusive of History, Company profile and Organization Structure. Understand various departments of the organization. Conducted detailed analysis of the functioning of various departments. Also conducted the SWOT Analysis of the company.

**Project:** Study on purchase pattern and spending habit of college girls towards mobile phone services in CMS College, Coimbatore

**Duration:** Nov 2011- Mar 2012

**Findings:** It was observed that 100% of the students prefer using mobile phone. Also gathered the knowledge about service providers and offers.

**CERTIFICATION**

* Cleared IELTS during 2018.

**INDUSTRIAL TRAINING**

**Organization:** SreeGokulam Chits and Finance Pvt. Ltd., Thrivalla

**Duration:**  22nd April 2011 – 5th June 2011

**Details:** Gained knowledge about the history, company profile, organization structure and various departments of the organization. Conducted detailed analysis of the functioning of various departments. Created awareness about different chit funds functions to whom, or she got aware of various schemes

**TECHNICAL SKILLS**

* Windows 7/XP/Vista
* MS Office (Word, Excel, access & PowerPoint)
* Visual Basic
* Adobe Photoshop
* Tally 9 and Tally ERP 9

**ACCOLADES**

* Actively participated in FIBAT AND FIBEX conducted by the department in college during 2011 and 2012.
* Participated and coordinated in all "commerce forums" conducted by the department in every week.
* Participated and choreographed all dance programs in the college.

**INDUSTRIAL VISITS**

* Venus tea factory, Ooty.
* Cochin Stock Exchange.
* Sreegokulam Chits and Finance Pvt. Ltd., Thiruvalla.

**PERSONAL SKILLS**

* Comprehensive problem-solving abilities.
* Excellent verbal and written communication skills.
* Ability to deal with people diplomatically.
* Willingness to learn.
* Willingness to work hard.

**PERSONAL DOSSIER**

**Nationality:** Indian

**Date of Birth**: November 16, 1987

**Sex:**  Female

**Marital Status**: Married

**Languages Known***:* English, Malayalam and Tamil

**Declaration:**

I hereby declare that all the above information is true to the best of my knowledge and belief

**Place:** UAE **Neeli**