**Name: Deena**

**Email:** deena-389961@2freemail.com

**Objective**

To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

**Personal Strength:** Communication Skills, Confident & Positive Attitude

**Technical Skills**

* CCH software, MS Office , WINMAN ,Tally ERP 9.0 and Internet Applications

**Employment History**

|  |  |  |
| --- | --- | --- |
| **1) Company Type** | **:** | **Ernst and Young** |
|  | **Designation** | **:** | **Audit Assistant** |
|  | **Duration** | **:** | **10 months** |
| **Job Profile:** |  |  |
|  |  |  |  |  |

**Tax filing:**

* US Citizen’s tax return filing
* Analyze the questionnaire submitted by assignee
* Compare the current year questionnaire with prior year questionnaire
* Verifying the details in the supporting document given by assignee with the prior year documents and check missing documents
* If in need of any further documents, the request email (IR) is framed to submit them.
* Arranging and verifying the Work paper support file.
* Preparation of 1040 form
* Preparation of Schedule A form, if the assignee having any Allowable deduction.
* Preparation of schedule B Form, if the assignee having any interest income.
* Preparation of Schedule C form, if the assignee having any business income.
* Four column sourcing is done, if the assignee is on assignment to foreign country.
* Matching line 7 of 1040 wages with compensation excel file.
* Preparation of 2555 form, if it is required or prepare 1116 form to get foreign tax credit.
* Preparation of state returns according to the residency days of the assignee in that respective state and its filing requirement.
* Excel sheet with calculations to be attached with the 1040 return, as a supporting document.

|  |  |  |
| --- | --- | --- |
| **2). Company Type** | **:** | **CA Firm** |
| **Designation** | **:** | **Accountant Trainee** |
| **Duration** | **:** | **6 Months** |
| **Job Profile:** |  |  |
|  |  |  |  |

**Tax Audit**

* Profit & Loss A/c Preparation
* Computation Statement Preparation
* Interest Calculated With 234 A
* Filling of form 13 A (ITR)

**Auditing Works**

* Vouching of all Receipts and Payments.
* Verifying the Cash Book & Ledger Books.
* Verifying the stock registers to verify Profit & Loss Account.
* Balance Sheet Preparation (as per the cash book and ledger)
* Preparation of Vehicle account & construction account.
* Preparation of depreciation statement.
* Preparation of stock register.
* Preparation of reconciliation statement.

**Education Qualification**

* **M.Com from Kerala University in 2017 with 68.55 percentage.**
* **B.Com from Kerala University in 2014 with 60.26 percentage.**

**Professional Training**

**1) Company : Ernst & Young**

**Course** **: CCH Training, OGP Training**

**During my training at Ernst & Young, I was given exposure to the following areas**

**CCH Software :**

* + **Preparation of 1040 form and other forms as per the requirements. OGP training :**
	+ **Analyze the online questionnaire submitted by Assignees**
	+ **Analyze the current year questionnaire submitted by assignee with the prior year.**
	+ **Check the filing status of assignee current year.**
1. **Company: Dsquare Technologies**

**Course: Advance Diploma in Accounts & Finance with Indian Payroll Management System**

**During my training at Dsquare Technologies, I was given exposure to the following areas**

**Advance Financial System:** Capital Structure, Dividend Policy, Working Capital Management

**Introduction to Accounts:** Journal entries, Ledger, Final Accounts of Company



**Income Tax**

* Income from Salary : HRA Calculation, Encashment of earned leave, Gratuity, Pension, Tax Calculation Reports, Investments, Arrears Calculation

**Provident Fund (PF):** PF Challan

**Employee State Insurance (ESI)**



**Professional Tax (PT)**

**Introduction about GST,** GST Migration, GST Slab Rates, GST Calculations, GST Invoices, HSN & SAC Codes,GST in Tally, GST Returns

**Tally 9:** Tally at a Glance, Creation of a new company, Function key combination, Types of accountingVouchers, VAT, Service Tax, Ratio Analysis

**Practical**

* Income Tax Report, PF Statement, ESI Statement
* Tally 9 , Balance Sheet , Form 16 , & Salary Slip , PT / PF Calculation , TDS , Service Tax

**Excel Value Addition:** VLOOKUP, HLOOKUP, PIVOT, Subtotal, insert a comment, Upper, lower, Proper,Unique, And Concatenate

**Academic Projects**

|  |  |  |
| --- | --- | --- |
| **1). Company Name** | **:** | **Bethel English Medium School** |
| **Title** |  | **:** | **Audit Work** |
| **Duration** | **:** | **45 days** |  |
| **Description** | **:** | Handling Routine Accounting & Tax Filing of all the activities of the |
|  |  |  | College by preparing necessary accounts. Keeping track of all the |
|  |  |  | receipts & payments made during the academic year. |
|  |  |  |  |
| **Personal Details** |  |  |  |
|  | Gender |  | : | Female |
|  | Date of Birth |  | : | 07-03-1993 |
|  | Nationality |  | : | Indian |
|  | Marital Status |  | : | Married |
|  | Languages Known | : | English, Hindi, Malayalam & Tamil |
|  |  |  |  |