Name : Celin

Celin.311275@2freemail.com

# Career Objective

An enthusiastic, hardworking, and self-motivated person looking to work in a professional organization with good working environment to gain experience in the field and also utilize my skills for mutual growth and benefit.

# Professional Experience

* KPMG, Bangalore

 Audit Associate (July 14, 2014 –July 15, 2016)

* V.K & Co, Coimbatore

Audit Assistant (May 19, 2014- June 20, 2014)

# Skill Set

* Expert in Substantive Analytical Procedure
* Examined and analyzed ledger entries, bank statements, inventories, expenditures and other accounting and financial records to ensure financial recording accuracy.
* Reviewed and verified prior year Annual Reports and Other Financial reports for thoroughness and accuracy.
* Played a key role in analyzing financial statements, Bank Reconciliations, and Other Financial Reports.
* Competent using software including: Windows, Word, PowerPoint, E-mail, Bloomberg, Expert in MS Excel
* Expertise in handling consisting operations such as Real Time Accounting Statutory Audit and Business Reporting.
* Utilized computer skills to increase audit efficiency

# Career Summary

**KPMG-Global Delivery Center, Bangalore**

* Mathematically verifying the books of the accounts (Basic Level of Audit) submitted for quarterly and yearly Reports, Analyzing various reports (includes: Press release, Pre-Publish and post Published Documents, PP&E, etc) and timely reporting of errors to my seniors.
* Preparing the Balance confirmation letters and getting the confirmation from the counter parties.
* Preparation of the Bank Reconciliation statement. Preparation of Fixed asset schedules and accounting the assets additions and deletions.
* Preparation of the investment schedule and validate the selling price in online prices maintained by Bloomberg and report variance
* Preparation of notes of accounts to the financial statements and providing the explanations to the variances.
* Responsible for ensuring the daily targets, TAT (Turn Around Time) are met
* Coordinating with the clients for clarifications and business requirements.
* Collecting missing/insufficient data from the clients.
* Involved in the requirement gathering and impact analysis of the activities of the client requirements and business specifications, analyzing the impacts and feasibility.

**V.K & Co, Coimbatore**

* To verify the initially passed journal entries in the books of accounts of the clients.
* File Income Tax Returns of the individual clients.
* Ensure the accuracy of Service Tax and Input Tax Credits.
* Computerized Audit procedures and familiar with Tally ERP 9.0

# Personal Traits

* Hard working, reliable, and punctual.
* Good written and oral communication, inter personal skills, and problem solving skills with the ability to work in multi- cultural environment.
* Work well as a team member independently.
* Resourceful, energetic, competent, multi-task and results-oriented.
* Performing Quality Initiatives in the team.
* Effective management, technical, and supervisory skills. Recognized for commitment to Engagement teams and client, attention to detail, professionalism, and follow-up.

# Educational Qualification

* B.Com : Sri Krishna Arts and Science College, Coimbatore

(June 2011- 2014) : GPA – 8.05 (First Class with Distinction)

* CPT : ICAI

(January 2012) : 50.5%

# Other Personal Information

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| --- | --- |
| Place Of Birth  | : Coimbatore, India.  |
| Mother Tongue  | : Malayalam  |
| Languages Known  | : To Read, Write & Speak : English / Tamil/Malayalam  |
| Nationality & Citizenship  | : Indian  |
| Marital Status  | : Single  |
| Passport Validity Hobbies  | :17th June 2024 : Reading Books & Listening to music  |

# Declaration

I hereby declare that the details furnished above are exact and true to the best of my knowledge.