**RITTA**

Email: ritta-389975@2freemail.com

**Objective**

CMA-Inter with 4 years of experience in Accounting and Auditing. Intend to build a career in an esteemed company where I can utilize and explore dynamic skills for the benefit of the company. Quality Education blended with sense of responsibility will home in on the goals.

# Working Experience

**Benoy Abey & Associates,** Kottayam, Kerala, India - *January 2015 - February 2019*

* Prepare asset, liability and capital account entries by compiling and analyzing account information of various companies.
* Document financial transactions by entering account information.
* Recommend financial actions by analyzing accounting options.
* Summarize current financial status of companies by collecting information; preparing balance sheet, profit and loss statement and other reports.
* Reconcile financial discrepancies by collecting and analyzing account information.
* Secure financial information by completing database backups.
* Verify, allocate, post and reconcile transactions.
* Produce error-free accounting reports and present their results.
* Analyze financial information and summarize financial status.
* Prepare financial statements and produce budget according to schedule.
* Direct internal and external audits to ensure compliance.
* Support month-end and year-end close process of each company.
* Communicate effectively with clients.
* Contribute to a strong client relationship through positive interactions with client personnel.
* Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
* Verifies assets and liabilities by comparing items to documentation.
* Completes audit work papers by documenting audit tests and findings.
* Communicates audit findings by preparing a final report; discussing findings with auditors.
* Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
* Maintains professional and technical knowledge by attending educational workshops.

# Training

## Information Technology training course from The Institute of Cost Accountants of India, Kottayam Chapter, Kottayam, Kerala, India

**Education**

* **CMA**(INTER) The Institute of Cost Accountants of India, Kottayam Chapter
* 2017, **M.Com.** ( Percentage:65 % First Class) (Finance and Accounting), Annamal ai Univer sity, Tamil Nadu, India
* 2015, **Tally (ERP 9),** G- Tech Computer Education, Kottayam, Kerala, India
* 2014, **Information Technology** (Programming Techniques, MS Office, Tally), The Institute of Cost Accountants of India, Kottayam Chapter, Kerala, India
* 2014, **B.Com.** (Percentage: 82%) (Finance), Baselius College, Kottayam, MG University, Kottayam, Kerala, India
* 2012**, Diploma in Travel and Tourism**, MG University, Kottayam, Kerala, India
* 2011, **12th**, (Percentage: 83%) Baker Memorial Girls High School, Kottayam, Kerala, India
* 2009, **10th**, (Percentage: 82%) Baker Memorial Girls High School, Kottayam, Kerala, India

# Fields of Interest

* Finance andTaxation
* Accounting
* IT

**Language Proficiency**

English Malayalam

Hindi

**Project Details**

A Study of Women Entrepreneurs in Kottayam District (B.Com. 2013)

**Hobbies** Singing Reading


# Computer Skills

* MS Office
* Tally ERP 9
* Programming Techniques
* XBRL Filing

**Personal Details**

* Nationality : Indian (Muttathu Parambil , Chungom, Kottayam, India-686001)
* Sex : Female
* Age : 25
* D.O.B : 01-07-1993
* Visa Status : Visit Visa (Expires on June 8th 2019)

**DECLARATION**

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

Yours faithfully,

 **RITTA**