



DHANYA B DAVIS

To hold a position that will fully utilize my knowledge and skills. To be part of an entity with good working environment and provides room for professional and personal growth and development during the course of work assignments.

EMPLOYMENT HISTORY



Dubai, Al-Quoze
Alkhail gate



23 March 1995



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+91 9645863202



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LANGUAGES

English



Malayalam



Tamil



Hindi



❖ Audit Executive

Mazars Botswana – BPO

10/2020 – 05/2022

Working as **Audit Executive** at BPO of **Mazars Botswana**, is a part of Mazars International which is an internationally and integrated firm of Chartered Accountants, specializing in Accounting Services, Audit and Assurance, Tax and Management Consulting. The firm has a presence in 90 plus countries, including Botswana. **Achievements/Tasks :**

- Lead audit teams to highly sensitive and complex investigations.
- Drafting financial statements in accordance with IFRS framework, assistance with the planning, performance and finalization of the audit.
- Prepared reports outlining findings and recommendations to address findings.
- Discussed results concerning identified exceptions and other details of the audits and investigations.
- Generated, reviewed and evaluated audit reports, assistance with finalization of files in confirmation with auditing standards.
- Ensured to adhere to company and government procedures and policies.

❖ CMA Trainee

Steel And Industrial Forgings Limited

11/2016 – 05/2017

Public Sector Undertaking fully owned by Government of Kerala.

Achievements/Tasks :

- Accounting and costing related works
- TDS filings ,VAT returns, stock Register and Daily Cash Register
- Specialisation in purchase

COMPUTER SKILLS

- Tally ERP9
- MS Office
- Case ware
(Auditing)
- Atlas (Auditing)

ACHIEVEMENTS

* Training Programme in
Tally 9.0 under NIELIT

* 100 hours of computer
training under ICAI

Interests

- Reading
- Cooking
- Music
- Gardening

QUALIFICATIONS

❖ **CMA (INTER)**

Institute of Cost Accountants Of India

Pass out on 26.08.2016

Thrissur, Kerala

❖ **Bachelor Degree in Commerce**

University of Calicut - B.Com Finance

07/2012 – 04/2015

Thrissur, Kerala

SUMMARY OF QUALIFICATION

- Remarkable experience in conducting internal and external audit
- Sound knowledge of accounting and evidentiary principles
- Skilled in planning, organizing, and execution of investigations of suspected fraud, thefts.
- Familiarity with accounting principles and statutory audit procedures
- Thorough knowledge of case preparation principles and standards Ability to accomplish goals of audit cycle.
- Ability to perform audits in critical circumstances Proficiency with Microsoft Excel and Word applications.
- Great working experience in Tally.ERP 9,Caseware, Atlas and Advanced Tax Software.
- Excellent verbal and written and communication skills.

PERSONAL PROJECTS AND SEMINAR

- ❖ Part of Statutory audit of Botswana Public sector organizations and NGO's like
 - Botswana Primary Teachers Association
- ❖ Participated in Prabodha 0 16 “Dynamics of Finance Profession in Industry” In Thrissur

DECLARATION

All the information provided by me in this resume is correct to my knowledge and I have not knowingly omitted any related information, which would have a bearing on my employment with you.

Place: Dubai

Date : .

Signature,

(Dhanya B Davis)