



# RINKY MARIAM EAPEN

## PROFILE

Organised person who has developed a mature and responsible approach to any task that I undertake, or situation I am presented with. As a post graduate with experience in CA firm, I am excellent in working within a team to achieve a certain objective on time.

## CONTACT

+971 554161258

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[rinkyeapen@gmail.com](mailto:rinkyepen@gmail.com)

Al Nahda Sharjah

## EXPERIENCE

### Accounts and Audit Associate

Anil Cherian & Associates, Chartered Accountants, India

January 2022 - September 2023

Duties & Responsibilities :

- Started with basics of vouching, ledger posting, trial balance
- Preparation of financial statements and other records of Partnership firms, Hospitals, Charitable organizations including churches, trusts etc.
- Auditing financial statements of companies as per country specific statutory requirements and preparation of its audit report
- Reviewing financial statements for compliance with legislative and accounting standards, mathematical accuracy and consistency
- Communicate with clients to obtain necessary information for timely completion of assignments
- Assist in the preparation of Consolidated Financial Statements
- Filing tax for individuals and business individuals
- Using tally and other software for the audit purpose

## PERSONAL DATA

Gender : Female

Date of Birth : 21-01-1997

Nationality : Indian

Visa Status : Visit Visa  
Valid Up to 12-01-2024

Passport Details :-

Passport No : P3403917

Date of Expiry : 23-01-2027

## SKILLS

- Financial Accounting
- Financial Reporting
- MS Excel
- MS Word
- Tally
- Auditing
- Documentation
- Good Communication Skill
- Book Keeping
- Time Management

## EDUCATION

### Master of Commerce in Finance and Taxation

- MG University, India  
2019-2021

### Bachelor of Commerce in Finance and Taxation

- MG University, India  
2015-2018

## LANGUAGES

- English
- Malayalam
- Tamil

## ONLINE CERTIFICATION COURSES

- **Accounting Fundamentals**  
*Corporate Financial Institute*
- **Reading Financial Statements**  
*Corporate Financial Institute*

## DECLARATION

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