

# ALEENA J

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CA FINAL, B.COM

Trivandrum, Kerala, India

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Motivated mind with an intriguing attitude seeking for a career related to accounting, finance and taxation. Willing to take up diverse roles for a congenial skill-based career growth.

## Educational Qualification

- ✓ CA Intermediate(2021-2023)
- ✓ B.Com(Accounts and Audit) Mar Ivanios College(Autonomous) Tvm (Kerala University)(2018-2021)
- ✓ Higher Secondary (Commerce) The School of the Good Shepherd,Tvm

## Work experience

### CA Industrial Trainee

Kerala Financial Corporation,HO,Tvm(Dec 2023-present)

- ✓ Assisted in credit rating loan applications as per relevant circulars
- ✓ Participated in scrutinizing financial statements of loan applicants to analyse their credit worthiness
- ✓ Consolidated data from across all branches to conduct SWOT analysis
- ✓ Assisted in preparation of income and expenditure analysis of the Corporation
- ✓ Took charge for daily fund disbursements
- ✓ Assisted in finalizing accounts and preparation of financial statements
- ✓ Prepared regular Bank Reconciliation Statements of the major current account
- ✓ Maintained workings on Reverse charge, GST Payable and ITC.

### Articled Assistant

JVR Associates(Dec 2021-Dec 2023)

- ✓ Assisted in Statutory Audits for various private limited companies
- ✓ Performed audit for Trusts registered under Sec 12AA of IT Act
- ✓ Successfully handled ITR filings for individuals and companies
- ✓ Prepared comprehensive audit reports and documentation to facilitate and support audit processes
- ✓ Proficient in preparing both Standalone and Consolidated FS in accordance with GAAP.
- ✓ Assisted in providing legal support by responding to GST and Income Tax scrutiny on behalf of various clients
- ✓ Prepared various certificates and forms such as Form 15CA-CB, Net worth certificate, DPT 03, ROC forms etc.

## **Certifications**

- ✓ Advanced Information Technology(AICITSS,ICAI),2023
- ✓ Information Technology(ICITSS,ICAI),2021
- ✓ Orientation Course(ICITSS,ICAI),2021

## **Skills**

- ✓ Quick learner and target oriented
- ✓ Solid analytical and problem solving skills
- ✓ Good communication and interpersonal skills
- ✓ Highly motivated and eager to learn

## **Languages**

- ✓ English
- ✓ Malayalam
- ✓ Hindi

## **Extracurricular activities**

- ✓ Served as the Arts and Literary Captain of my School
- ✓ Represented my School in various interschool competitions
- ✓ Participated and bagged prizes in the SOF Company Secretaries Olympiad held during 2015-2017.

## **Project work**

A STUDY ON JOB SATISFACTION LEVEL OF IT EMPLOYEES WITH SPECIAL REFERENCE TO THIRUVANANTHAPURAM DISTRICT.

This project was done in partial fulfilment of the requirements for the award of Degree of Bachelor of Commerce. The aim of the study was to find out the motivating factors that could help the organization to motivate the employees and also to identify whether the reward or the fear of punishment dominate the motivating strategy.

## **Personal details**

Father's name: Antony Joseph Louis

D.O.B: 7<sup>th</sup> July 2000