

## CAREER SUMMARY

An aspiring Chartered Accountant (inter) and Graduate in M.Com having 4 years of Experience in Auditing, Accounting and Taxation services looking for career growth in the area of Banking, Finance and Accounting with an organization where team work is required and hard work is appreciated and to be in the position which is best suited to my knowledge and skills.

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## WORK HISTORY

➤ **UVA International Trading (RV group), Dubai, Accountant Assistant, (06/2022)-Present**

### Job Responsibilities

- Process company documentation, such as invoices, payments, sales orders and purchase orders
- Performs administrative tasks, including filing and reporting
- Maintains flawless communication with management
- Assists the finance manager in preparing tax returns and financial statements
- Communicates with clients on daily basis and ensured excellent customer service
- Complied and analyzed company documentation for accuracy
- Performs data processing in MS office suits
- Ensures good information workflow between client, banker and management

➤ **Balan & Co. Chartered Accountants, Kerala, Article Assistant, (01/2016)-(12/2018)**

### Job Responsibilities

- Accounting, Taxation and Audit of Companies, Partnership, Charitable trusts and Individual concerns
- Preparation Client's Financial statements including notes to accounts and
- Cash flow statements
- Scrutiny of ledgers including Accounts receivable & Accounts payable reconciliation
- Verification of Bank reconciliation statement and Bank / cash balances
- Involved in preparation of Provisional and Projected financial statements and assisted in budgeting & forecasting processes and analysis
- Conducted physical verification of fixed assets and closing stock
- Responsible for book keeping, documentation and finalizing of Client's books of accounts for audit
- Filing of VAT returns and indirect taxes
- Engaged in planning and execution of various statutory audit procedures including vouching of income and expenses, obtaining debtors, creditors and bank confirmations, etc.
- Performed Profit and loss analysis and presented financial reports with balances, reconciliation etc.

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## EDUCATION

- Chartered Accountant Inter, 2019, ICAI, Cochin
- M.Com, 2023, MG University, Kerala
- B.Com, 2014, MG University Kerala

## SKILLS AND STRENGTHS

- General Accounting
- Customized Accounting software
- Microsoft Office
- Accounts and payroll Audit
- Invoicing
- Good communication
- Tally ERP9
- Time Management

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## CERTIFICATES

- AICITSS from Institute of Chartered Accountants of India (11/2019 - Present)

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## PERSONAL DETAILS

Date of Birth : 22/10/1993  
Languages : English, Malayalam, Hindi  
Nationality : Indian  
Marital Status : Married