



SAMEEHA NAJLA MARYAM

CA INTERMEDIATE

CONTACT

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EDUCATION

2023

INSTITUTE OF CHARTERED
ACCOUNTANTS OF INDIA

- CA Intermediate - Group 2

2019

INSTITUTE OF CHARTERED
ACCOUNTANTS OF INDIA

- CA Intermediate - Group 1

2021

KANNUR UNIVERSITY

- Bachelor of Commerce

2017

INTERNATIONAL INDIAN
SCHOOL DAMMAM

- Grade XII

SKILLS

- Accounting principles
- Auditing and Assurance
- Account Reconciliation
- Financial Reporting
- Analytical Skills
- Accounting and Finance
- Taxation
- Tally (Prime Gold & ERP 9)
- MS Office

LANGUAGES

- English ●●●●●
- Malayalam ●●●●●
- Hindi ●●●●●
- Arabic ●●●●●

PROFILE

Experienced in conducting audits, reviewing financial statements, bookkeeping, accounting and providing recommendations for process improvements. Evaluating internal controls and identifying areas for risk management. Strong attention to detail and excellent communication skills to effectively communicate findings to clients and management. Track record of delivering accurate and timely audits to ensure compliance with generally accepted accounting standards.

PROFESSIONAL EXPERIENCE

□ **Jacob and George Chartered Accountants** Feb 2020-Feb2023
Audit Associate

- Handled statutory, tax, and GST audits for diverse entities, including firms, companies, charitable organisations, and trusts.
- Handled concurrent audit of Banks.
- Preparation and filing of GST, TDS and VAT returns.
- Analysis and Preparation of Financial Statements including notes to accounts and Cash Flow Statement with compliance of Accounting Standards.
- Ensuring maintenance of books of accounts.
- Preparation of Audit Report taking into consideration Accounting and Auditing Standards, Guidance Notes and CARO.
- Preparation of Provisional & Projected Financial Statements.
- Handled book keeping and accounting tasks for various clients.
- Trained & mentored junior articled assistants to ensure quality and accuracy of audit results.

TECHNICAL QUALIFICATIONS

Completed Information Technology Training (ITT) and Orientation Programme conducted by the Southern India Regional Council of the Institute of Chartered Accountants of India.

ADDITIONAL INFORMATION

Nationality: Indian

Visa Status: Spouse Visa

DECLARATION

I hereby certify that the above particulars are true and accurate to the best of my knowledge.