



RAJASHREE K R

CHARTERED ACCOUNTANT

PERSONAL DETAILS

Mobile No : +971 565920133 (UAE)
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Email ID : rajashreekr7695@gmail.com
Address : Kokkarnikkal House, P.O.Pullu,
Thrissur, Kerala, India: - 680641
D.O.B : 07.06.1995
Country : India
Gender : Female
Marital Status : Married
Visa status : UAE Husband Visa

KEY SKILLS

Income Tax

Analytical

Tax Planning

Indirect Taxation

Tax Audit

Accounting Software

Auditing

Bank Accounting

Reconciliation

Management Reporting

TDS

Financial Statements

CAREER OBJECTIVE

Highly motivated and experienced professional with years of experience in Financial Accounting, Auditing, Banking, and Cost & Management Accounting. Proven ability to successfully analyze, interpret and apply complex financial regulations, policies and procedures. Adept at developing and implementing effective financial strategies and systems that drive organizational success. Possesses excellent organizational, communication and interpersonal skills with a commitment to providing superior customer service. Demonstrated record of meeting and exceeding goals and objectives in a timely manner. Seeking a challenging position to utilize my potential talents and experience to the fullest to benefit the organization.

EDUCATIONAL QUALIFICATIONS

- ❖ **ACCA - Association Of Chartered Certified Accountants - March 2022 - Current**
 - Strategic Professional - SBR completed
 - Applied Skills
 - Applied Knowledge
- ❖ **Chartered Accountant, The Institute of Chartered Accountants of India, New Delhi**
 - CA Final - November 2022
 - CA Inter - May 2015
 - CA CPT - December 2013
- ❖ **Bachelor of Commerce**
Indira Gandhi National Open University, New Delhi
- ❖ **Higher Secondary Education, Plus Two (12th)**
Gurukulam Public School - 2012
- ❖ **Secondary Education, SSLC (10th)**
Gurukulam Public School - 2010

EXPERIENCES

- ❖ **Accounting and Auditing employee**
M/S Mohandas & Associates, Chartered Accountants, Thrissur, Kerala, India (08/2018 – 08/2019)
 - Prepare tax returns, payments, necessary paperwork, and reports.
 - Assess and research difficult tax issues to identify solutions.
 - Manage and maintain the company's tax database.
 - Determine tax savings and recommend strategies to improve profits.
 - Ensure you comply with regulations by forwarding required information to federal, state, and local authorities.

COMPUTER SKILLS

- ❖ MS Office
- ❖ Winman TDS
- ❖ Tally.ERP 9
- ❖ Winman CA ERP

COURSES ATTENDED

- ❖ 15 days course in Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) - Management and Communication Skills Course MCS
- ❖ 15 days Course on GMCS -I
- ❖ 35 hrs. of Orientation Programme
- ❖ 100 hrs. of Information Technology Training Course (ITT)

LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Hindi
- ❖ Tamil

HOBBIES

- ❖ Reading books
- ❖ Watching movies
- ❖ Driving

- Offer support and guidance during audits.
- Evaluate tax regulations and suggest policies that diminish tax burden.
- Keep track of industry trends and changes related to taxes.
- Prepare accurate quarterly and annual tax reports.
- Perform statutory and tax audits for companies, partnership firms, proprietorship businesses, and individuals.
- Prepare income tax returns and related reports and annexures.
- Assist in settling tax scrutiny cases, compliances, and hearings under Income Tax with regard to IT, TDS, Advance Tax etc.
- Compute and file returns under VAT, TDS, and GST.
- Prepare and analyze Projected Financial Statements, Project Reports, and Estimations.

❖ **Articled Assistant**

**M/S Mohandas & Associates, Chartered Accountants, Thrissur, Kerala, India
(13/07/2015 – 13/07/2018)**

- Conducted regular audits and reconciled discrepancies to ensure accuracy of general ledger and chart of accounts
- Collaborated with auditing department and finance team to ensure timely and accurate submission of financial statements and governmental reports
- Analyzed monthly balance sheet accounts for corporate reporting.
- Prepared and filed tax returns in accordance with state and federal regulations
- Generated monthly financial statements, computed taxes owed, and conducted analyses of balance sheet accounts
- Performed detailed account closing procedures at the end of each month to ensure accuracy and completeness of books
- Monitor industry and economic trends that may affect the company's performance.
- Analyze financial information to recommend or develop efficient use of resources and procedures.
- Assist in the preparation of regulatory filings and financial statements.
- Prepare presentations and reports on financial matters for internal and external stakeholders.
- Monitor compliance with financial regulations and company policies.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

RAJASHREE K R