



THEERTHA K M

CA Inter Qualified

A semi qualified Chartered Accountant with good experience in audit & accounting operations, internal audit management and taxation. Works effectively with cross functional teams in ensuring operational and service excellence.

CONTACT

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PERSONAL DETAILS

Passport No : B8129296
Date of Birth : 03-11-1996
Gender : Female
Nationality : Indian
Marital Status : Married
Visa Status : Residence

LANGUAGES

- English
- Malayalam

WORK EXPERIENCES

○ June 2022 - Oct 2023

P Mohan & Associates LLP, Kannur, India

Accountant and Audit Associate

- Responsible handling of monthly, quarterly and annual closing of books, reconciliations and journal entries.
- Assisted in appeal filing and response to notice against Appellate authorities of Income Tax.
- Preparation of Projected Financial statements and performed budgeting and forecasting.
- Undertaken Tax Audit, GST Audit, Reconciliation Statements, and Internal Audit of different fields.
- Reviewed the established process to ensure compliance with those policies, procedures, laws and regulations.
- Verification of financial calculations for accounts receivable and payable, bank accounts, salaries, fixed assets, etc. as well as checking that it was factual and correct.

○ June 2017 - May 2020

P Mohan & Associates LLP, Kannur, India

Accounts and Audit Assistant

- Preparation/Finalization of Financial statements in accordance with IFRS and making Audit Report (Form 3CA/3CB and Form 3CD)
- Responsibility for establishing accounting together with documentation of invoices, receipts, etc.
- Posting of journal voucher, payment and receipt voucher in tally.

KEY SKILLS

- Preparation of financial & Income statements
- Account Finalization
- Cash Flow Statements
- Accounting and Book keeping
- Internal & External Audit
- Statutory & Concurrent bank audit
- Budgeting and Forecasting
- IFRS & Ind AS
- Taxation Gst
- Time Management
- Bank Reconciliation

TECHNICAL SKILLS

- Tally ERP
- MS Word
- MS Excel
- Computax

PERSONAL SKILLS

- Leadership & Team Building
- Decision Making
- Flexible to take up new roles and responsibilities
- Communication Skills
- Hard working

- Creation of cash flow statement and Bank reconciliation statements
- Development of audit programs in consultation with clients
- Vouching of subsidiary books, review and verification of ledgers
- Audit of sales invoices, salaries, income, receipts and payments
- Assisted in statutory and concurrent audit of Nationalized banks
- Performed stock audits , fixed assets and inventory verification
- Audit of Sole proprietorships, Partnership firms, Charitable Institutions, Educational Institutions, Companies including Hospitals and manufacturing companies.

ACADEMIC AND PROFESSIONAL QUALIFICATION

○ Chartered Accountant - Intermediate

Institute of Chartered Accountants of India

Year - 2016 (Group 1) 2019 (Group 2)

○ Bachelor of Commerce - Accounts and Finance

Indira Gandhi National Open University (IGNOU), India

Year - 2020

SKILL DEVELOPMENT PROGRAMME & WORKSHOP

- Orientation Programme conducted by ICAI
- Advanced Integrated course on IT and Soft Skills (AICITSS) conducted by ICAI
- Advanced MCS Course (ICITSS)

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

Theertha K M