

BASILA NALAKATH BADARUDEEN

SEMI QUALIFIED CA



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Indian



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EDUCATION

Chartered Accountant:
**Institute Chartered
Accountant of India
(ICAI)**, Current
Passed Group II

Bachelor of Commerce:
Finance
University Of Bharathiar,
School of Distance
Education (SDE),
2015 - 2018

ICAI Intermediate (IPC):
**Institute Chartered
Accountant of India
(ICAI)**, 2015

CBSE 12: Commerce:
CSM Central School,
Thrissur, Kerala
2014

EXECUTIVE SUMMARY

A Financial Professional Auditor having over 6 years of experience (including 3 years of articleship experience) in the domain of Auditing and Assurance, Accounting, Finance & Taxation and Risk Assessment and having strong exposure in wide range of sectors of hospitals, trust, educational institutions and export businesses. Highly proficient in the use of Tally ERP, Zoho Books, QuickBooks and MS Office including Advanced MS Excel.

PROFESSIONAL EXPERIENCE

March 2019 - December 2022

Self Employed - Accountant / Internal Auditor, Thrissur

- Data Entry using ERP System and Financial Reporting of Companies, Firms and Proprietors.
- Compliance with Accounting Principles, VAT and Tax Procedures.
- Financial Analysis and Budget Preparation.
- General Leger Maintenance, Payroll administration and Inter Company Reconciliations.
- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Month end and Year end Procedures.
- Internal Audit of Companies, Firms and Proprietors.
- Drew up annual Internal Audit Plan based on key risks and strategies.

February 2016 - February 2019

K. A. Nazarulla, FCA, Chartered Accountant - Articled Assistant, Thrissur

- Independently handled Statutory Audits & Tax Audits of various clients - Manufacturing and Trading Firms, Private and Public Companies and Proprietorship (including Jewellery, Footwear, Restaurants and Hotels, Hospital, Educational Institution, Trusts, Export Business, Gas Agency and Construction Businesses).
- Conducted Statutory Audit of a Nationalized Bank for 2 years.
- Conducted GST Audit and all its legal compliances.
- Physical Verification of Fixed Assets & Closing Stock.
- Analysis of Draft Financial Statements including notes to accounts.
- Created compilation engagements and Audit Report.
- Exposed to execute VAT Audit (KVAT Act).

LANGUAGES

English

Fluent

Malayalam

Fluent

Hindi

Fluent

Tamil

Upper intermediate

Arabic

Beginner

SOFTWARE PROFICIENCY

- MS Office including Advanced Excel
- Tally ERP 9
- QuickBooks
- Zoho Books
- Idea Software
- 80 Hours of Video Lecturing in Oracle

PASSPORT AND VISA DETAILS

- Passport No : U9502763
- Place of issue : COCHIN (India)
- Date of issue : 26-02-2021
- Date of expire : 25-02-2031
- Visa Status : Residence Visa
- Visa Validity : 15th August 2024

- Vouching and verification of books of accounts, Scrutiny of ledgers, accounts receivable & accounts payable reconciliation, verification of Bank Reconciliation Statement and Bank/ Cash Balance.
- Assisted in preparing monthly, quarterly and year-end tax returns.
- Compliance with Ind AS (similar to IFRS) and Accounting Standards and other regulatory requirements.
- Interpreted and applied accounting policies, rules and regulations to confirm compliance with applicable standards.
- Compliance with Taxation Laws and Provisions.
- Verification of Internal Control System and its processes.
- Filing of Documents and Returns with Registrar of Companies.
- Stock audit of Hospitals and Educational Institution (Book Store).
- Responsible for book keeping, file & documents maintenance, maintenance of accounts, finalization of books for audit.
- Preparation of Income computations of various assesses and filing of income tax returns.
- Planning, managing and execution of various statutory audit procedures including vouching of income and expense items, obtaining accounts receivable, accounts payable and bank balance confirmation, various logic tests, etc.
- Preparation of various deeds and documents.
- Reviewed and filed payroll documents following department procedures.
- Compiled reports on sales, expenditure and marketing for senior management.
- Participated in monthly, quarterly and annual audits.
- Coordinated completion of client requests following directions from partners and managers.

SKILLS

- Audit and Financial planner
- Account reconciliation processes
- Budget control and analysis
- Internal audit execution
- Cash Flow analysis
- Tax return filing
- General ledger accounting
- ERP (Enterprise Resource Planning) software
- Advanced bookkeeping skills

ACCOMPLISHMENTS

- Awarded as the Best Presenter during ICAI Advanced MCS Course.
- Passed CA CPT in first attempt with distinction.
- District level Commerce topper in CBSE 12th Exam.

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