

# APARNA P A



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Abu Dhabi



## Career Summary

3 Years of Experience in the field of auditing and accounting of various Trusts and Partnership Firms where the accounts are maintained manually or fully computerized. Expert in preparing year end accounts, budget plans and project preparation for financial assistant and support.

## Experience

*Sunny Joseph and Associates, Chartered Accountants, Kochi*

04/2019– 04/2022

Article Clerk

### ➤ Accounting

- Enter Day to Day transactions as per bills and maintaining Cash Book, Bank Book, General Ledger, Personal Ledger and Journal Vouchers.
- Managing all financial transactions and maintaining reports
- Reconciliation of bank statements, Accounts of Head office with Branch office and analyzing them.
- Prepare analyze and verify annual reports, financial statements and other records using generally accepted accounting principles to assess financial condition to facilitate financial planning and financial support.
- Proposing Estimated & Projected Profit & Loss Account and Balance Sheet for Budgeting and availing Finance from Banks and other financial institutions along with project reports

### ➤ Auditing

- Conducted Statutory Audits, Tax audits, Internal Audits and GST audits of various companies and partnership firms in different sectors
- Concurrent Audits, Revenue Audits and Stock Audits of various banks and financial institutions.
- Create detailed reports on audit findings, Review data about material assets net worth liabilities capital stock surplus income expenditures
- Review financial statements and concluding analytical procedures and analyzing key financial ratios Verification of Day to-Day transactions.
- Inspect account books and accounting systems for efficiency effectiveness use of accepted accounting principles to record transactions.
- Scrutiny of Day Books, Ledgers & other registers including Purchase and Sales, Reconciliation of Head Office with branches and Bank Reconciliation.

### ➤ Taxation

- Compliances under Direct Tax (Corporate Tax ) and Indirect law( Goods and Service tax / VAT )
- Preparation of Tax Audit Report.

## Education

- **Sahrdaya college of Advanced studies, Kodakara –University of Calicut**  
07/2015-04/2018  
B.com Finance
- **Jawahar Navodaya Vidyalaya , Thrissur**  
06/2013-04/2015  
Higher secondary in Commerce

## Skills

- SAP ERP Business One
- Tally ERP 9 and Tally Prime
- Winman Software
- MS- Office and Windows

## Projects

A study on Working Capital Management of KAMKO LTD, Athani , a Kerala Government undertaking.

## Certifications

- Completed 5 hours course of Forensic accounting, fraud investigation and fraud analytics taught by Bhavishya Sri Perumal on Udemy.
- Attended the 35 hours of Orientation Programme organized by ICAI and completed the Information Technology Training Course of ICAI.
- Attended seminar on “SHAPING YOUNG MINDS PROGRAMME” by all India Management Association.
- Attended national seminar on “ONE NATION ONE TAX ,A COLLOQUIUM ON GST” conducted by Sahrdaya College of Advanced Studies ,Kodakara

## Strengths

- Eager to learn and work in challenging and creative environment.
- Organizing skills, Teamwork, Professional speaking skills and confidence.
- Computer skills.
- Good Aptitude, Conscionable, Optimistic.
- Technical and environmental flexibility.

## Personal Details

- **Date of Birth** :22-06-1997
- **Marital Status** :Married
- **Nationality** :Indian
- **Passport** :W0883858 , Expires on 18<sup>th</sup> May 2032
- **Visa Status** :Visit Visa , Valid up to 02<sup>nd</sup> April 2023
- **Language capabilities** :English , Hindi, Malayalam

I hereby declare that above mentioned details are true within my sense and knowledge.

Abu Dhabi  
Date:

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