

MAHIN BATHISHA

Accounts Manager

To be part of an organization where there is a potential for a professional career and recognition for talents by being a corner stone to the growth of the organization.

 **+91 9539058920**

 **mahinbathishaksd@gmail.com**



Key Skills

- ✓ Accounting
- ✓ Financial Reporting
- ✓ Cash flow analysis
- ✓ Audit Coordination
- ✓ MIS Reporting
- ✓ Statutory and Tax Audits
- ✓ Internal Audit

Academic History

- ✓ The Institute of Chartered Accountants of India- CA Intermediate (IPCC)-2017
- ✓ B.com – Indira Gandhi Open University-(IGNOU)
- ✓ Higher Secondary School – 2013
Kerala state Board
- ✓ Secondary School Living Certificate -2011
Kerala state Board

Personal Profile

Enthusiastic and hardworking CA inter qualified with experience of working in Accounting, Auditing, Taxation, and other similar fields. Goal-focused approach with record of accurate reporting and budget management. Offering 7 years of experience in handling all finances for different industries, including, budgets, reports, audits, projects, expenditures, and payments. Diligently maintains latest training on tax regulations and legal issues impacting financial operations.

While at my experience, I have got the opportunity to interact with various stakeholders at all levels, both internally and externally. I believe that I will add value in any relevant and progressive environment to the benefit of both the Organization and myself. I would appreciate the opportunity to further discuss my credentials and aspirations in a personal meeting with you or one of your representatives.

Professional Experience

Zain Motors, Authorized dealer of Bajaj Auto limited

Job Title : **Accounts Manager**
Location : Kasaragod, Kerala India
Job Period : 4 Years

Sashi Kumar and Co Chartered Accountants

Job Title : **Audit Assistant**
Location : Kozhikode, Kerala India
Job Period : 2 Years and 3 Months

Davood and Co Chartered Accountants

Job Title : **Audit Assistant**
Location : Kozhikode, Kerala India
Job Period : 9 Month

Software

- ✓ Tally ERP
- ✓ MS Excel
- ✓ MS Word
- ✓ MS Power Point

Personal Details

- ✓ **Date of Birth:**
01.02.1996
- ✓ **Nationality :** Indian
- ✓ **Languages**
 - English and Malayalam
 - Arabic and Hindi (Read and Write)

Major responsibilities / Key activities:

- Undertook preparation and compilation of accounts and financial statements of entities belonging to different industries like Automobiles, Technology, Supermarkets, Manufacturers, Traders etc.
- Timely completion of accounts, monitor periodical performances for improvements
- Ensure regulatory and statutory compliance with Income Tax, GST, Professional Tax, etc. for remittance, returns filling and all other requirements
- Responsible to submit a weekly MIS report to the management
- Ensure that record keeping meets the requirements of auditors and government agencies
- Coordinate with auditors for timely completion of audit and finalization of accounts.
- Internal audits & System study of various companies.
- Exposure to business and accounting systems of corporates, Partnership firms and Proprietorship firms.
- Providing individual and corporate taxation services with respect to Income tax.
- Direct and Indirect tax planning and computation procedures.
- Preparation and finalization of Balance sheet Trail Balance, Profit and Loss account and other financial reports.
- Complete month-end close accounting processes to meet all corporate Deadlines, including posting or review of general ledger journal vouchers incompliance with company financial policies and preparing various monthly /quarterly / annual deliverables to support internal financial reporting needs.