



PROFILE

Seeking a challenging role in audit where I can utilize my accounting and analytical skills to deliver high-quality services to clients. To obtain a position in finance, leveraging my accounting knowledge and analytical skills to provide accurate financial information to the company.

FOLLOW ME

LinkedIn

linkedin.com/in/abitha-rani-6275a8195/

STRENGTHS

Confident

Positive attitude

Hardworking

Punctuality

Team coordination

Team Leadership

Good Listener

Quick learner

Teamwork

LANGUAGES

- English: Speaking, reading, writing
- Malayalam: Speaking, reading, writing.
- Hindi: Speaking, reading, writing.

Tally Prime

MS Office (Word, Excel, PowerPoint)

Winman CA ERP & GST

GST Filing

Internal Auditing

Sharjah, UAE

+971 56 431 0739

abithasebin@gmail.com

ABITHA RANI

Audit & Accounts Assistant

EXPERIENCE

Articleship

JVS & ASSOCIATES

Chartered Accountants

December 2021 - January 2024

- Taxation, compliance, and litigation department
- Perform Accounting task and share monthly/Quarterly MIS reports to client/management.
- TDS/TCS payment and Return Filing.
- GST Payments and Return Filing
- Income tax return filing for individuals, Companies.
- Conduct/assist in the Tax Audit, GST Audit, and Statutory Audit
- Conduct Data analytics and give insights to the management.
- Compute taxes by applying prescribed rates, laws, and regulations.
- Analyze Periodically financial statements for individuals and corporate clients.

Audit & Accounts Assistant

JVS & ASSOCIATES

Chartered Accountants

January 2020 - November 2021

- Conducted successful audits for diverse clients, ensuring compliance with industry regulations and standards.
- Provided valuable support during internal and external audits, resulting in minimal audit adjustments and ensuring compliance with accounting standards.
- Detail-oriented Accountant Assistant with a strong background in managing accounts payable and receivable, preparing tax returns, and assisting with audits.

EDUCATION

CA Intermediate Level

The Institute of Chartered Accountants of India
New Delhi
Completed 2 years 27 days out of the three years of Articleship.

M.Com

Indira Gandhi National Open University
11/2020 | New Delhi
70%

B.Com (Finance & Taxation),

Govt. Arts & Science College,
03/2018 | Elanthoor
70%

Higher Secondary

T T T M V H S School
03/2015 | Vadaserikara
79%

SSLC

T T T M V H S School
03/2013 | Vadaserikara
68%

- Banking Financial Services and Insurance (BFSI), Bank Coaching From IIB Education Pvt. Ltd. Under Deen Dayal Upadhaya Grameen Koushalya Yojana (DDU-GKY). For Six Months (08/05/2019 to 19/11/2019).
- Tally (ERP 9) From Bhartiya Vidya Bhavan/Gandhi Institute of Computer Education.
- Goods and Service Tax (GST) From BSE Institute Ltd. Asap (NSDC).