

## PERSONAL DETAILS

Al Nahda, Dubai  
Ph No: 971 56 698 7983  
akhilasraj711@gmail.com

## TECHNICAL SKILLS

- MS Excel and Word
- Tally ERP 9.0

## LANGUAGES

- English
- Malayalam

## EDUCATION

- CA Intermediate (Single Group)  
Institute of Chartered Accountants of India.
  - M.Com – IGNOU
  - UGC NET (Commerce)
  - B. Com – Finance  
University of Kerala

## PERSONAL SKILLS

- Excellent knowledge of accounting and auditing
- Familiarity with GAAP
- Good with Numbers
- Ability to adapt to changing environment
- Commitment and Determination
- Ability to deal with people diplomatically
- Quick learner

## CORE COMPETENCIES

- Financial Accounting and Administration.

## ADDITIONAL CERTIFICATION

- (ICITSS & AICITSS)-  
**Information Technology**
- ICITSS & AICITSS)-  
**Management and  
Communication Skills**

# AKHILA S RAJ

## PROFESSIONAL SUMMARY

Audit professional with auditing and accounting experience in delivering high – impact, value- adding accounting work with excellent client feedback. As a highly motivated accountant and auditor, offer a balance of strong attention to detail and expertise in conceptualizing the bigger financial pictures. Performed various internal and external audit engagements and organized and maintained financial records, tax preparation, and inspection of books of accounts and practices.

## WORK EXPERIENCE

### Accounts Manager

**Le Beaute Salon and Spa, Kollam , Kerala**

November 2021 – May 2022

### **Key Qualifications and Responsibilities**

- Serve as the lead point of contact for all customer account management matters
- Negotiate contracts and close agreements to maximize profits
- Prepare reports on account status
- Collaborate with sales team to identify and grow opportunities within territory
- Develop new business with existing clients and/or identify areas of improvement to meet sales quotas

### Article Assistant

**CA N.Murugan, Chartered Accountants, Kerala- India.**

April 2018 – March 2021

### **Key Qualifications and Responsibilities**

- Organized and maintained financial records, tax preparation, and periodic inspection of accounting books and practices.
- Performed analytical procedures and analyses to detect unusual financial relationships.
- Preparation and filing of Goods and service tax returns - similar to VAT Returns.
- Carried out detailed financial audits, federal and state compliance audits.
- Monitored, forecast and administrated annual and interim budgets.
- Assessed financial statements, presenting results of analyses to management to ensure accuracy. Tasked with mentoring junior auditor prior to departure.