



Ani Grace Martin

ACCA FINALIST



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PROFILE

Goal oriented professional with strong analytical skills, experience in accounting & auditing standards including IFRS, external audit & internal audits, Income tax & GST with both small - mid sized and large companies .

SKILLS

- Ability to work independently once provided with direction
- Familiar with MS Office especially Excel, PowerPoint, Word
- Adaptability
- Time management
- Familiar with Quickbooks and Zoho
- Critical thinking
- Communication skills
- Basic knowledge of German language

WORK EXPERIENCE

EXECUTIVE- JAMES & JAMES

6 July 2022 - 19 JULY 2023 (1 year)

WORK DONE

INTERNAL AUDIT

Team Lead - FACT Ltd (4500cr turnover)

- Procurement of goods , vouching
- medical claims of employees
- payroll, bonus
- Basic knowledge of SAP

Team member - Bacer, NOI (Naval Base) , The Kerala State Civil Supplies Corporation

- Covered purchase, sales, payroll, expenses, price rationalisation, inventory movements

EXTERNAL AUDIT

Solely done for 3 Clients (small & mid sized companies)

ACCOUNTING

- Using Quickbooks for a US Company
- Zoho, Tally Accounting for several companies
- Payroll processing
- Bank Reconciliation
- Book Keeping
- Leasing workings using IFRS for NDR Warehousing

INCOME TAX FILING

GST

- GST registration, GSTR1 & 3B filing

STOCK AUDIT - BEVCO (Kerala State)

CONSOLIDATION - Akay International

EDUCATION

ACCA finalist

10 papers cleared (3 papers self study)

Diploma in Accounting & Finance

12th - 95.05% (2016-2018)

10th - 89% (2016)

Pursing B.com (Indira Gandhi Open University)

CERTIFICATION

- Advanced cyber security - Threats & Governance
- Credit card fraud detection
- Tally
- Forecasting
- VUCA Leadership