# Curriculum Vitae

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#### **Career Objective**

To become a quality Chartered Accountant and seeking a professional position at a reputed and well managed entity to dedicate myself to the field as a keystone member of the group and thereby improve personally and professionally.

#### Personal Data

★ Date of Birth : 12th June,1992

★ Sex : Female

★ Marital Status : Single★ Nationality : Indian

★ Religion : Christian, Latin Catholic

★ Languages Known : English, Malayalam, Hindi

★ Address : Kaniampuram House,

Mulavukad P.O., Bolghatty, Cochin-682504.

Work Experience

March 2014 - March 2017 Article Assistant-

Joseph and Co., Chartered Accountants

> Statutory and Interim Audits of various concerns.

> Finalization of Accounts.

➤ ITR Filing.

Project Preparation.
KVAT Return Filing.
Assisted in Bank Audits.

June 2017 - Aug 2017 Audit Assistant

Joseph and Co., Chartered Accountants

#### **Educational Qualification**

★ At present Pursuing Chartered Accountancy Course-Final level.

★ Nov 2013 IPCC, ICAI

391/700 in aggregate.

★ Apr 2013 B.Com Taxation, Sacred Heart College, Thevara (M.G. University)

95.25% in aggregate (A+ grade in University, 5th Rank in College).

★ June 2010 CPT, ICAI

132/200 in aggregate.

★ Mar 2010 PLUS TWO (State Board), St. Teresas C.G.H.S.S., Ernakulam

96.50% in aggregate (Full A+).

★ Mar 2008 SSLC (State Board), St. Teresas C.G.H.S.S., Ernakulam

91% in aggregate (7 A+, 2 A and 1 B+).

**Technical Skill set**: Tally, MS Excel, MS Word, MS PowerPoint, Internet.

## **Training and Certifications**

★ Completed 15 days GMCS-1 course organized by Ernakulam Branch of SIRC, certified by ICAI.

- ★ Completed 35 hours Orientation Programme organized by Ernakulam Branch of SIRC, certified by ICAI.
- ★ Completed Information Technology Training Course organized by Trichur Branch of SIRC, certified by ICAI.
- ★ Qualified Tax Practitioner Course conducted by Tax Study Centre.
- ★ Completed a Course on Tally conducted by Tax Study Centre.
- ★ Subject topper for Accounting, Mathematics and Income-Tax Papers.
- ★ Attented one day Inter-collegiate workshop on Entrepreneurship Development organized by the Department of Commerce, Sacred Heart College, Thevara.
- ★ Central Sector Scholarship.
- ★ Navadarshan Excellence Award.
- ★ KCSL Education Award.

## Strengths

- ★ Fast learner with an ability to excel.
- ★ Self-confident and goal oriented.
- ★ Strong analytical and problem solving skills.

#### **Interests**

- **★** Gardening
- **★** Cooking

### **Declaration**

I hereby declare that the information mentioned above are true to the best of my knowledge and belief.