

**CA Manju S** B Com, ACA

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Experienced and dedicated Chartered Accountant with 2 years of post-qualification experience in the field of Audit and Assurance. Advanced exposure in Risk Assessments, management controls and audit planning. Extensive internal/external audit knowledge and skills in financial, compliance and operational areas with in different sectors including banking and financial services.

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### **WORK EXPERIENCE**

- **COMPANY** : DELOITTE HASKINS AND SELLS  
**LOCATION** : KOCHI  
**DESIGNATION** : ASSISTANT MANAGER – AUDIT & ASSURANCE  
**TENURE** : SEPTEMBER 2016 - PRESENT
  - Strong exposure in auditing Internal Controls implemented in organisations and providing suggestions in case of any deficiencies noted.
  - Worked as Field in Charge for all the clients handled
  - Major Clients handled:
    - ESAF Microfinance and Investments Private Limited
    - Manappuram Finance Limited
    - Eastern Condiments Private Limited
  - Independently handled the tax audits of the following major clients
    - ESAF Microfinance and Investments Limited
    - Tata Ceramics Limited
  
- **COMPANY** : K J ANTO & CO CHARTERED ACCOUNTANTS  
**LOCATION** : KOCHI  
**DESIGNATION** : SENIOR AUDIT EXECUTIVE [MAY 2016 TO SEPTEMBER 2016]  
**[TENURE]** : ARTICLE ASSISTANT [APRIL 2013 TO APRIL 2016]  
: TRAINEE [APRIL 2012 TO APRIL 2013]
  - Served the firm for around 4 years in various positions including articleship training
  - Handled statutory audits, internal audits and VAT audits
  - Filing of Income Tax, TDS, VAT and service tax returns.
  - Made representations at KVAT assessments on behalf of clients.
  - Preparation of Project Reports and Projected financial statements.
  - Financial reporting and variance analysis.

## **PROFESSIONAL QUALIFICATION**

<b>Qualification</b>	<b>Level</b>	<b>Passed in</b>	<b>Percentage</b>	<b>Attempt</b>
Chartered Accountant (ICAI)	Final - Both Groups	May 2016	52%	Second
	IPCC - 1st Group	Nov 2012	52%	First
	IPCC - 2nd Group	May 2013	53%	First
	CPT	Dec 2011	70%	First

## **EDUCATIONAL QUALIFICATION**

<b>Qualification</b>	<b>Board/Institution</b>	<b>Year</b>	<b>Percentage</b>
B Com	Mahatma Gandhi University / St. Teresa's College Ernakulum	2012	93%
Class XII	State Board / G G H S S Ernakulam (Commerce)	2009	96%
Class X	State Board / G G H S S Ernakulam	2007	95%

## **STRENGTHS**

- Analytical Skills
- Ability to work as a team
- Good presentation and communication skills
- Fast learner and ability to prioritize
- Self-motivating

## **ACHEIVEMENTS & EXTRA CURRICULAR ACTIVITIES**

- Got "***Profile of the Month***" Award in the month of April 2018 from the current organisation
- Won the "***Most Deserving Student***" Award in College in the year 2012.
- Was part of Cyriac Elias Voluntary Association (CEVA) for the moral development of underprivileged children

## **PERSONAL INFORMATION**

Date of Birth : 22.04.1992  
Marital Status : Single