

ROSEMARY SUNNY V

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Assistant Accountant**Career Objective**

- To discharge services with a sense of commitment, sincerity and integrity
- To work efficiently and grow with prestigious organization in the field of accounts, finance and administration as well as serve the humanity to the best of my ability.

Profile Summary

- 3 years of experience in financial accounting.
- Experience in reviewing Balance Sheet and Profit & Loss account and ensuring integrity of all the reported financial statements.
- Handle the assignments in the audit of accounts of partnership firms, societies, trust and proprietary concerns.

Employment Experience

Working Assistant accountant: December 2015 to till date with Thomas Maniangadan & Associates, Chartered Accountants, Kaloor.

Key result areas:

- Accountable for the maintenance of cash and bank books.
- Responsible for the:
 - Maintenance of books of accounts of the clients.
 - Financial audit of manufacturing and trading companies.
 - Verifying payment vouchers to ensure proper internal control and documentation.
 - Verification of monthly invoices.
 - Following up with Clients for collecting outstanding receivables.
- Handle the preparation of :
 - Audit of accounts of companies and firms and reporting thereon u/s sec.44AB of the Income Tax Act.
 - Filing of Income Tax, GST and TDS returns.
 - Registration of Partnership firms, Society, GST.
 - Bank reconciliation statements for clients.
 - Fixed Asset schedule.
 - Working capital statements for the clients.
 - Profit & Loss account and Balance Sheet of clients with audit report.
 - Ratio analysis using the financial statements.

Educational Qualifications

M.com (Finance) - Pursuing
B.Com (Travel & Tourism) - Sacred Heart Collage, Thevara - MG University, Kerala in 2015
Plus Two (HSE) - St.Mary's Convent Girls Higher Secondary School, Ernakulam in 2012
SSLC - Govt. Girls Higher Secondary School, Ernakulam in 2010

Other Skills

Tally, GST, MS Office

Personal Details

Present Address : Vallyara House, Kumbalam P.O. Ernakulam – 682 506

Nationality : Indian

Date of Birth : 16th November, 1994

Gender : Female

Marital Status : Married

DECLARATION

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

Place : Ernakulam

Date : 10/05/2019

Rosemary Sunny V