



KARTHIKA RAJ

Experienced working professional in the stream of
Audit & Accounts

| CONTACT INFORMATION | CAREER SUMMARY |
|---|--|
| Mobile : 8129712959/9544532479 Email : karthikaraj97@gmail.com Address : Sindhu Bhavan, Mylakkadu P O Kollam-691571 | A highly motivated top performing Accounts & Audit professional having experience of 6 years (including 3 years of articleship). Expertise in Accounts & Finance, Auditing & Taxation. Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organisation. |
| ACADEMIC QUALIFICATION | MY OBJECTIVE |
| B.Com (Taxation) from University of Kerala in 2009 Higher Secondary : Amritha Sanskrit Higher Secondary School Secondary : St. Jude Higher Secondary School | To secure a responsible career opportunity, where I can fully utilise my Computer Knowledge, Financial Management Skills, while making a significant contribution to the success of a company. |
| | CURRENT EXPERIENCE |
| | Firm Name : FRG Associates, Chartered Accountants Designation : Audit Manager Period From : 2 nd December, 2015 |
| PROFESSIONAL | PREVIOUS EXPERIENCE |
| CA-IPCC from ICAI in 2013 | Firm Name : FRG Associates, Chartered Accountants Designation : Article Assistant Period : 19-11-2012 to 18-11-2015 |
| LANGUAGES KNOWN | |
| <ul style="list-style-type: none">• English• Malayalam | |

| KEY SKILLS | CURRENT JOB DESCRIPTION |
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| <ul style="list-style-type: none"> • Leadership • Analytical Ability • Expert in Tally and Microsoft Excel • Problem Solving ability & Initiatives • Commercial & Business awareness • Punctuality and Smart Working | <ul style="list-style-type: none"> • Leading Tax Audit, Company Audit and finalisation procedures of corporate accounts & other Legal compliances • To manage the annual audit process in conjunction with the appointed auditors to ensure statutory accounts are produced within the required deadlines |
| PERSONAL INFORMATION | DECLARATION |
| <ul style="list-style-type: none"> • DOB : 09/07/1988 • Nationality : Indian • Gender : Female • Marital Status : Married • Father's Name : Rajan Pillai (late) • Mother's Name : Sindhu Rajan | <p>I hereby declare that the above mentioned information is true to the best of my knowledge and belief.</p> <p><i>Karthika Raj</i></p> |