

BIODATA

DHANYA KAILAS
ARUVELIKUNNEL (H)
PLASSANAL P.O
THALAPPULAM
KOTTAYAM (DT)
KERALA-PIN: 686579



E-mail: kailasdhanya55@gmail.com

Mobile No: 9744247202

CAREER OBJECTIVE:

Looking for a challenging position that can leverage my skills, experience and willingness to master new techniques and skills in commercial and managerial sector, which help in formulating and implementing advanced technology and solutions to meet diversity of needs.

EDUCATIONAL QUALIFICATION

- CA Intermediate passed both groups on November 2017.
- Bachelors Degree in Commerce from St.George's College Aruvithura affiliated to M.G University Kerala with 97% in 2015.
- Higher Secondary under Board of Higher Secondary Examination Kerala from St.Mary's H.S.S Bharananganam with 96% in 2012.
- S.S.L.C under Board of Secondary Examination from St.Antony's H.S.S Plassanal ,Kottayam with 92% in 2010.

OTHER QUALIFICATIONS

Diploma in Sales Tax Practitioner(DSTP)
Software skills such as Ms Office, Tally ERP 9, Visual Basic, C Programming Language, Banking Software such as Finacle, Flexcube

WORK EXPERIENCE

Worked as an Articled Assistant in **JTSR & ASSOCIATES CHARTERED ACCOUNTANTS at Ettumanoor** 12th November 2015 till 11th November 2018 as a part of Articleship Training for CA aspirants.

ACHIEVEMENT:

- o Coordinator of **IRIS '15**(Inter College Commerce Fest conducted by Department of Commerce St. George's College Aruvithura).
- o Participated in a 35 hours Orientation Programme organized by the Kottayam Chapter of **SIRC** based on Office Management and Business Ethics.
- o Acquired a certificate for passing the **Information Technology Training (ITT)** Course organised by Kottayam branch of **SIRC**.

FAMILIARTY

- ❖ Familiar with the Audit of diverse organisations such as banks, trusts, Govt. Organisations, Churhes, Companies, partnership firms etc.
- ❖ Also familiar with filing of Gst Returns, Income Tax Returns, TDS Returns
- ❖ Have experience in statutory audit, concurrent audit and IS audit of various banks
- ❖ Familiar with internal audit, tax audit, VAT audit etc.
- ❖ Familiar with the internal audit of Govt Organisations
- ❖ E-filing of returns of individuals, firms etc.
- ❖ Preparation of financial statements

STRENGTH:

- Sincerity, honesty and dedication to any work
- Willingness to learn from failures and an optimistic Punctuality
- Good communication skill
- Good co-ordination and co-operation with the team
- Good leadership skill
- Good ability to solve problems efficiently
- Self motivated
- Excellent knowledge in handling accounting system

HOBBIES:

- Listening music
- Gardening

PERSONAL DETAILS:

Name : **Dhanya Kailas**
Gender : Female
Father's Name : A.H Kailas
Mother's Name : T. C Thulasi
Date of Birth : 16th September 1994
Age : 24
Languages Known : English, Malayalam and Hindi
Marital Status : Single
Nationality : Indian
Religion : Hindu, Vishwakarma

REFERENCES

- Sherin Elizabeth John, HOD of B.Com Department, St.George's College Aruvithura Mob: 9947914844
- Mithun John, Lecturer in B.Com Department, St.George's College Aruvithura Mob: 9846488455
- CA Pearly Johnson M, Partner JTSR&ASSOCIATES CHARTERED ACCOUNTANTS Ettumanoor, Kottayam.Mob:8943333474

DECLARATION

I hereby declare that the above mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the correctness of the above mentioned particulars.

Place: Thalappulam

Date:

DHANYA KAILAS

