



**Feena M.A, BSc, ACMA**

**Membership No: 43271**

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Finance Professional having **5 years** of experience in **Costing, Financial Reporting, Taxation & Auditing**. Specializes in the efficient use of financial and accounting software especially in fast-paced work environments. Experienced with work in the private and public sector. Presently seeking a professional and satisfying role in a reputable company.

## **Professional Profile**

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- ACMA holder (From, The Institute of Cost Accountants of India) with graduation in Mathematics.
- Competent in Shouldering Responsibility related to Accounts, Costing, Auditing & Statutory compliance.
- Working Knowledge in Cost Audit, Internal Audit as well as Statutory Audit of Manufacturing companies, Service & Construction companies
- Expertise in preparation of Cost sheet, Compliance Report, Performance Appraisal report, Sales Analysis, GP Analysis, Profit Reconciliation, Value Addition Statement, Financial Position & Ratio Analysis, Cash Conversion Cycle, Accounts Finalization, Consolidation, Data Analysis, Cash flow, Fund flow, MIS.
- Comprehensive knowledge in MS Office Applications and Accounting Software.
- A quick learner and a hard worker.

## Career Advancement

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Mar 2019 – Sep 2019

### **Cost Accountant – PB MURICKEN & ASSOCIATES, COST ACCOUNTANTS, KOCHI**

Involved in working within a financial accounting team & responsible for preparing, examining and analyzing accounting records, financial statements & other financial reports of one of the major client.

#### **Key Responsibilities:**

- Reporting to Management regarding the company's finances.
- Updating Debtors Sheet, Creditors Sheet, Costing Sheets.
- Timely deduction of TDS & payment of the same before due date.
- Accurately & promptly processing documentation.
- Preparing monthly reconciliations of balance sheet accounts.
- Preparing annual financial statements.
- Preparation and presentation of MIS reports to management on monthly basis.
- Physical verification of cash, stock and related records.
- Preparation of Product wise Cost Analysis, Bank Reconciliation, Gross Profit Analysis, Payroll Preparations, Cash Flow & Fund Flow Management, Receivable & Payable Management etc
- Supporting team members on all accounting issues.
- Weekly processing of payments to creditors & other third parties based on the fund available in company's banks accounts.
- Constantly reviewing the company's financial systems to ensure whether enough funds is there for payment processing.
- Prepares journal entries, cash & inter-fund transfers.
- Carrying out any other accounting related duties as assigned by the Accounting Management.

Jan 2016 – Aug 2017

#### **Key Responsibilities:**

- GST Registration & Return Filing of various clients.
- TDS Return filing.
- Individuals & Firm ITR filing.
- Accounts supervision of business entities.
- Preparing and analyzing accounting records and financial statements of various clients.
- Projections for bank loans of various clients.
- Preparation of cash flow statement, MIS reports.
- Conducted Cost Audit & Compliance.
- Conducted Internal Audits & Stock Audits

Feb 2015 – Dec 2015

- Identifies and communicates issues raised during the course of audit and, offering recommended solutions.
- Preparation of Project Proposal for Bank Loan.

**Senior Executive (Finance) – ASTER MEDCITY, KOCHI**

**Key Responsibilities:**

- Charge of Operational Financial Audit section.
- Process mapping of each Out Patient (OP) billing operations & to find out any revenue leakage.
- Identifying gaps, providing solution for rectifying the gaps analyzed for action plan.
- Presenting before the Head by creating PowerPoint Presentations.
- Reporting to the Finance Controller on a daily basis
- Evaluating the internal control procedures and recommending improvements of different divisions.
- Foreign Exchange rates updating in HIS (Hospital Information System).
- Conducted Second Stock Audit of the year.
- PO (Purchase Order) Approval in Oracle.

Jan 2014 – Jan 2015

**Senior Associate (Cost Management) – K.A Felix & Co, COST ACCOUNTANTS, KOCHI**

**Key Responsibilities:**

- Cost Audit of - Kerala Ayurveda Ltd, Malankara Plantations Ltd.
- Compliance Report of - Malayala Manorama, Kottayam, VKC Footsteps (India) Pvt Ltd, Veekeyes Elastomers, VKC Footprints, Oil Palm India Limited
- Preparing annexure to Cost audit report and Compliance report and converting them into XBRL format as per the taxonomy and Business rules provided by ministry of Corporate Affairs.
- Calculation of labor, overhead, and Material costs.
- Preparing reports to compare budgeted costs to actual costs.
- Yearly comparison of revenue & expenses, Stock ageing analysis, changes in working capital, cash conversion cycle.
- Representation of data in the form of graphs & charts.
- PowerPoint Presentations.
- Preparation of Cost Sheets, Breakeven point analysis, Gross Profit Analysis, Sales analysis reports, Performance Appraisal reports.
- Prepare Provisional Accounts, Cash flow statement, Ratio analysis, Variance analysis, exceptional MIS reports.

Apr 2012 -Apr 2013

**Industrial Trainee in Finance Dept. - BPCL KOCHI REFINERY, AMBALAMUGAL, KOCHI.**

**Key Responsibilities:**

- Training under Sales tax Dept & Project Finance Dept.
- Checking of C-Forms.
- Verification of Garnishee payments for a period of ten years.
- Preparation of Garnishee Payment statement in Excel Format for presenting them to the Sales Tax Office.
- Verification of the new project (Integrated Refinery Expansion Project) proposal files.
- Checking the computation of Service Tax & other calculations of the project proposal files for ascertaining the lowest bidder.
- Capitalization & Clearing in SAP.

## Academic Record

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**2010-2013**

ICWA (The Institute of Cost Accountants of India, Kolkata).

**2007-2010**

BSc Maths (Mahatma Gandhi University) - 92.6% marks

**2007**

Plus Two – Computer Science – 84% marks

**2005**

SSLC - 85.26% marks

## Additional Certification Record

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**MS Office WOW +**

**MS Word, Excel, PowerPoint.** (From, NIIT)

**TALLY EXPERT**

**Tally ERP9 (Advance Level)** (From, Logic Institute of Technology)

**E Return Filing**

**GST, TDS, ESI, PF, ITR.** (From, Logic Institute of Technology)

## System Proficiency

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<b>MS Office</b>	MS Word MS Excel Power Point
<b>Tally ERP 9</b>	Advanced Inventory Management Outstanding Management Job costing Cost & Profit Centre Budget & Scenario Management Bank Reconciliation Payroll Accounting & Statutory Compliance
<b>HIS</b>	<b>Hospital information system</b>
<b>Basic Exposure</b>	<b>SAP, Oracle, Quick Books.</b>

## Languages Known

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English, Malayalam, Hindi

## Personal Profile

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<b>Gender</b>	Female
<b>Age &amp; DOB</b>	29 years, 31/10/1989
<b>Marital Status</b>	Married
<b>Nationality</b>	Indian
<b>Notice period</b>	Nil, can join immediately.