



Sreelakshmi M R

Personal Information

Date of Birth : 25th June, 1991,
Gender : Female
Address : Mannarampath Rejithalayam, North Janatha Road, Palarivattom P O, Kochi - 682025
Nationality : Indian
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Educational Credentials

Qualification	University/ Authority	Month & Year	%
CSEET (CS Executive) ENTRANCE	The Institute of Company Secretaries of India	September 2020	60%
M.Com	MG University	Result waiting	-
B.Com	MG University	March 2013	60%
Chartered Accountancy – Foundation level (CPT)	The Institute Of Chartered Accountants Of India	June 2011	50%
Std. XII	CBSC	May 2010	70%
Std. X	CBSC	May 2008	70%
Hindi Praveshika	Dakshina Bharat Hindi Prachar Sabha (Kerala)	May 2007	60%

Experience Summary

A. Articleship

BOBY, FRANCIS & PRADEEP
Chartered Accountants,
32/2123-B1Nandanam
Arcade, Thozhuthingal Lane,
Edappally P O,
Kochi-682024,
Ernakulam, Kerala
(September 2014 – February 2018)
Position: Article Assistant

- Responsible for Finalization & Reporting of Tax Audits of entities including –
 - a) Private limited companies, LLP’s
 - b) Medium sized Trading and Manufacturing entities
 - c) Partnership Firms
- Provided Tax consultancy, Income Tax return filing to various clients
- Engage in formation, registration & preparation of financial statements procedures of –
 - a) Partnership Firm
 - b) Private Limited Company

<p>B. Work Experience</p> <p>1. BOBY, FRANCIS & PRADEEP <i>Chartered Accountants, 32/2123-B1Nandanam Arcade, Thozhuthingal Lane, Edappally P O, Kochi-682024, Ernakulam, Kerala (June 2013 – September 2014)</i></p> <p>Position: Audit Trainee</p>	<ul style="list-style-type: none"> • Preparation of Budgets, Cash Flow & Fund Flow Statements, Projected Financial Statements, Ratio Analysis, Project Reports, Feasibility reports etc • Provided Accounting & Management services including – <ul style="list-style-type: none"> a) Maintaining books of accounts both manually & computerized b) Application of statutory provisions in compliance with accounting standards & various other pronouncements of ICAI, Institute. c) Analysis & interpretation of financial statements • Performed Taxation audit both Income Tax & GST Audit – <ul style="list-style-type: none"> a) Computation, Preparation & Filing of returns under various tax laws like Income Tax & GST Act. • Performed procedural compliances under various laws – <ul style="list-style-type: none"> a) TDS remittance & return filing b) Advance Tax remittance & Payment
<p>2. LOGIC MANAGEMENT TRAINING INSTITUTES PRIVATE LIMITED</p> <p><i>4th Floor, Above Bismi Building, Palarivattom Junction, Palarivattom P O, Kochi – 682025, Ernakulam, Kerala (July 2018 – October 2021)</i></p> <p>Position: Academic Co-ordinator</p>	<ul style="list-style-type: none"> • One year experience as Course co-ordinator for International course including <ul style="list-style-type: none"> a) Managing individual database of each student b) Provide guidance & assistance for student enrollment for course c) Manages & promote study initiatives & regular guidance to cover syllabus systematically • Currently course co-ordinator for Indian courses & responsible for smooth functioning of the course entrusted. • Reporting to Director to Academics & Academic head regarding academic progress and academic duties. • Assisting students in their curriculum & provide support resources to complete study program • Schedule course timetable, weekly exam planning, online regular faculty sessions, meeting with faculties for their free dates – On approval of Academic Head.
<p>Information Systems Exposure</p>	<ul style="list-style-type: none"> • Working experience & knowledge in Tally ERP & Microsoft Office. • Completed 100 hours information technology training as mandated by ICAI
<p>Training Sessions & Workshops</p>	<ul style="list-style-type: none"> • Attended seminars & training programs organized by The Institute Of Chartered Accountants Of India • Attended Orientation Programs as mandated by The Institute Of Chartered Accountants Of India

<p>Achievements</p>	<ul style="list-style-type: none"> • Conducted Study Circles at The Institute Of Chartered Accountants Of India, Ernakulam • Achiever of ‘Best Student Speaker’ for SATSANG – CA Students Conference, Calicut on the topic – Place & Time of Supply Under GST • Participant for Elocution conducted by SICASA, Ernakulam on the topic - Concepts of Supply under GST • Participant for Chembai Music Festival, Thrissur • Participated in various cultural events and won prizes
<p>Interests</p>	<ul style="list-style-type: none"> • Music • Reading • Photography • Driving
<p>Languages Known</p>	<ul style="list-style-type: none"> • English – Read, Write & Speak • Hindi – Read, Write & Speak • Malayalam – Read & Speak
<p>Reference</p>	<p>CA. PRADEEP KUMAR K C Managing Partner M/s. BOBY, FRANCIS & PRADEEP Chartered Accountants, 32/2123-B1 Nandanam Arcade, Thozhuthingal Lane, Edappally P O, Kochi-682024, Ernakulam, Kerala</p> <p>Mobile No: +91 9388832210 Email id: kcpfca@gmail.com</p>