

ANU MARIYA K

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Summary

Semi Qualified Chartered Accountant with 2+ years of experience in audits and preparation of income tax returns of individuals and companies. Developed keen understanding in accounting and finance operations by working with teams in over 10+ audits. Looking forward to leverage knowledge and skills in the field of finance, accounting and auditing.

Work Experience

Articled Assistant, George and Regi Chartered Accountants

2019 August - 2022 August

- Gained 2+ years experience of tax audit and statutory audits of various Companies, Trusts and individuals.
- Mastered in preparation and finalization of Income Tax Returns over 15+ companies and 30+ individual assessees.
- Attained experience of audit through computer by improving quality and cut down paperwork by 50% along with usage of Microsoft Excel.
- Verified ledger, cashbook, daybook etc both in manual and computerized system and prepared Trading, P&L Accounts and Balance Sheets of over of 10+ concerns
- Recorded financial transactions and reconciled accounts to generate financial statements in accordance with GAAP.
- Developed understanding of entire gamut of accounting and finance operations entailing preparation and maintenance of statutory books of accounts and administering the finalization of year-end financial statements by working with teams in over 10+audits.
- Completed audit work within deadlines by prioritizing and handling multiple engagements assigned during Audit season.

Education

- **CA Intermediate (IPC), 2021**
Institute of Chartered Accountants of India (ICAI)
- **CA CPT,2014**
Institute of Chartered Accountants of India (ICAI)
- **Bachelor of Commerce, Finance and Taxation,2016-2019**
Rajagiri College of Social Sciences
CCPA-9.48

Skills

- Well versed with MS Excel
- Computerized Accounting with Tally
- Compu-Tax Software
- Communication skills
- Good command over accounting
- Dynamic
- Problem solving skills
- Analytical Thinking
- Commitment
- Good team player
- Stay organized when things get hectic

Accomplishments

- Completed 100 hours of IT Training and Orientation Program conducted by ICAI.
- Completed Internship in Employee Welfare at Travancore Cochin Chemicals Ltd., Udyogamandal, Kochi.
- Secured Exemption in Taxation and Advanced Accounting in CA Intermediate (IPC) Examination.