

SNEHA P BENCY



Pulickal House Valiyamaram
ward, Alappuzha
Pin: 688001
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Email Id :
snehabency2000@gmail.com

PERSONAL DETAILS

Date of Birth : 30/05/2000
Father name : Bency J
Marital Status : Single
Nationality : India

SKILLS

ANDPROFICIENCIES

- Microsoft Excel, Word, PowerPoint
- Tally Prime, ERP
- Winman Software
- Computation & Tax Filing
- Book Keeping
- Preparing & Reviewing Financial Statements

ACCOMPLISHMENTS

Used Microsoft Excel to develop financial statements and other necessary reports.

Obtained hands-on experience in computation and filing of Income tax

LANGUAGE KNOWN

English
Hindi
Malayalam

Audit Assistant with hands on experience having excellent verbal and written communication talents seeking and maintain a full time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

WORK EXPERIENCE

AUDIT ASSISTANT, ABDUL RAHIM & CO., CHARTERED ACCOUNTANTS.

(Period of Work : 19/08/2019 to 14/02/2023)

- Performed Auditing work in accordance with GAAP & Accounting standards to meet rigorous standards.
- Worked Audit engagements for firms in the fields of Non Profit Organizations, Exporting, Food & beverages, Construction, Trustsetc.
- Drafted Audit Reports.
- Prepared financial statements and audited book so accounts for different clients and firms.
- Interacted with key client management to gather information, resolve audit-related problems and make recommendations for business and process improvements.
- Got hands-on experience with computation and filing of income tax.
- Used accounting software to issue tax returns and prepare consolidated reports.

EDUCATIONAL BACKGROUND

Degree

Bachelor of Commerce in Co-operation
Institute : Minerva College, Mahatma Gandhi
University (2019-2022)

Aggregate Marks: 68%

Higher Secondary

School : Lajanathual Muhammadiya H S S
Alappuzha (2016 - 2018)

Aggregate Marks : 74%

PASSPORT DETAILS

Passport No : W3877604
Date of Issue : 29/08/2022
Date of Expire : 28/08/2032
Place of Issue : Cochin