

# PROFILE

A CA aspirant having 2+ experience as an Articled Assistant Strong enough in handling Income tax related matters and return filing. Team player with ability to perform individually. Target oriented, punctual and believer of smart work. Excellent communication and interpersonal skills.

## MAYALAKSHMI H

☎ 8848519373    ✉ mayaharinivas@gmail.com

## EXPERTISE

Tally ERP9  
Microsoft excel  
Power point  
GST  
Income tax filing

## LANGUAGES

- ENGLISH
- MALAYALAM
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## EXPERIENCES

### **SANKAR AND MOORTHY CHARTERED ACCOUNTANTS-2020-2023**

Job position here

- Practicing as an Articled assistant for pursuing CA

## EDUCATION

Bachelor of commerce (2017-2020)

Kerala University

Successfully completed bachelor's degree  
In commerce from kerala University with A grade

Chartered accountancy (2020- )

IPCC Group 1 passed .

## KEY RESPONSIBILITIES HANDLED

☆Income TaxPreparation of Computation of Income and income Tax Returns for Various kinds of assesses.

☆Preparation of submissions against notices received from the income-tax authorities during the assessment and proceedings.

☆Projecting tax liability and calculation of advance tax payable.

☆Tax audits for Private Companies, individuals and firms.

☆concurrent audit of Bank.

☆GST audit