

## **Professional Summary**

<b>Company</b>	<b>Role/Department</b>	<b>Years of experience</b>
NCS Automotives Pvt Ltd	Accounts Executive	April 2023- Present
Rangamani and Co	Audit Assistant	Nov 2022- April 2023

## **Professional Experience**

### **Return filing, Tax audit, and Posting account entries**

- Planning and performing the audit of financial statement of various Companies , Firms and Individuals by understanding the business, its environment and its operations and preparing the for timely completion of audit.
- Worked closely with client for enhancing smooth functioning of audit.
- Preparation and Presentation of Auditors Report,
- Preparation and Finalization of Tax Audit Report
- Overseeing preparation of statutory books of accounts and reviewing financial statements & ensuring the same are in compliance with relevant Accounting Standards & Auditing standard

### **Roles and Responsibilities**

- Responsibilities includes audit scope planning, client-coordination, team management nad timely submission of return
- Talling receipts , purchase and payment entries of customers and vendors
- Following up for the timely payment of Vendor payments day to day basis
- Assisting auditors for smooth and convenient auditing.
- Preparation and Filing of ITRs, TDS and GST Returns.
- Responding to the various Notices under Income Tax Act1961.
- Audits for Partnership firms and Companies for Tax purposes

### **IT Skills**

- Well acquainted with Microsoft office (Word, Excel, Power Point)
- Knowledge of Winman and Tally ERP 9

### **Professional & Academic Qualification**

<b>Qualification</b>	<b>Period</b>	<b>Institute</b>	<b>University</b>
M.com	April,2023	St. Michaels college	Kerala University
B.com	April,2021	Naipunnya School of Management	Kerala University

## **Personal Details**

DOB : 17/12/1997  
Nationality : Indian  
Marital status : Unmarried  
Languages Known : English & Malayalam

## **Projects**

- A Study on Quality of Work life balance of women employees in textile shops with special reference to Alappuzha
- Website creation of John's Umbrella Mart , Alappuzha

## **Achievements**

- Certified Tally with A Grade