



## RAGENDU BABU P

Accountant Cum  
Audit Executive

### PERSONAL INFORMATION

Name : RAGENDU BABU P

Father's Name : Babu P K

Date of Birth : 19-10-1998

Nationality : Indian

Marital Status : Single

+91 7025256424

ragendubabup@gmail.com

Parassery House  
Kumbalam P O, Ernakulam  
Pin -682506

### LANGUAGES

- English (R, W, S)
- Malayalam (R, W, S)
- Hindi (R, W)

## WORK EXPERIENCE

### Accountant Cum Audit Executive

2 yrs

Vijayarajan associates

(Chartered accountants)

- Preparation of books of accounts and finalization of accounts of various business entities
- Preparation and review of bank reconciliation statements
- Filing of income tax returns for partnership firms, proprietary business, companies and trust
- Preparation of income tax audit report, statutory audit reports and Returns
- Practical expertise in GST and TDS return filing
- Assisted in internal audit of CDSL NSE and BSE
- Concurrent audit of nationalized bank
- Handling and supporting of Administration work
- Responsible for handling clients and managing staff
- Experience in organising and managing file system and records

## **EDUCATION**

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- M.com finance and taxation  
St. Xavier's College Vaikom, Mg University 2019-2021 - 80%
- Bcom Finance And Taxation  
Aquinas College Edacochin (MG University) 2016-2019- 86%
- H.S.C  
St. Antony's H.S.S Kacheripady, Ernakulam 2014-2016 - 89%
- S.S.L.C  
St. Thomas G.H.S Perumanoor, Ernakulam 2014 - 97%

## **SKILL**

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- GST Registration & Filing
- Income tax registration and filing
- TDS Return Filing
- Book Keeping, Reconciliation and account payable

## **SOFTWARE SKILL**

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- Tally prime and ERP 9
- Xero (Australia)
- Zoho
- Microsoft office