



Rachel Tim

CHARTERED ACCOUNTANT

CONTACT

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in linkedin.com/resumekraft

SKILLS

TALLY ERP



MS OFFICE



Interpersonal Skills



LANGUAGES

English	■	■	■	■	■
French	■	■	■	■	■
Arabic	■	■	■	■	■
German	■	■	■	■	■

HOBBIES

Dance & Music
Writing
Languages
Reading books
Video games

SUMMARY

I am highly enthusiastic and confident person with a desired to succeed in a fast moving environment. I am hardworking individual who is not afraid of changes and can adapt easily into any given environment with good group dynamic skills. I am also a good communicator with first class management skills motivated by responsibility. I consider myself very reliable, trustworthy, and always try to work to the best of my ability.

EXPERIENCE

Article Assistant

S A R A & Associates Feb 2017 - Present

AUDIT & ASSURANCE

- Assisted in Internal Audit programmes of clients covering Educational Trusts, Medical Trusts, Social Welfare Trusts.
- Prepared Monthly as well as Quarterly Financials, Annual Budgets & Audit reports in line with the approved audit plan, Discussed audit findings and recommendations with line managers and reported significant issues to senior management
- Assisted in Statutory Audit of Listed companies (Manufacturing & Service industries)
- Assisted in Investigation Audit (Construction Industry)

TAXATION & OTHER ROLES :

- Registration under GST and filing of GST returns
- Assisted clients in Direct & Indirect Tax compliances, handling TDS Assignment with team, preparation and presentation of submissions before tax authorities.
- Assisting in Annual ROC Filings

EDUCATION

Chartered Accountant

San Jose State University Jun 2015 - Nov 2019

- CPT - June 2015 - 55.00%
- IPCC - Nov 2016 Group I - 52.50% & May 2017- Group II - 54.33%
- CA Final - Nov 2019 - 51.38%

Remarks : Exemption in 2 subjects in CA Final including Risk Management

Bachelor of Commerce

Northeastern University Jun 2015 - Apr 2018

A Grade

Higher Secondary Education

Arizona State University Jun 2013 - Mar 2015

87.69%