

Shabana Begum K

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Career Objective

Provide professional accounting services for individuals, businesses and private clients, from tax preparation to audit support, financial statement preparation, pro forma budgeting, GL accounting and bank reconciliation and GST Return filings

Knowledge Purview

- Financial Accounting
- Balance Sheet Analysis
- Tax Auditing
- Individual Returns

CA Articleship

May' 2016 to May' 2019 Sivankalai & Co, CA

- Responsible for tax audits, income tax, filling individual returns, etc.
- Worked on accounting software like COMPUTAX, TALLY, ORACLE, etc.,
- Involved in financial accounting work in order to maintain a proper record.

Training & Certification

- Completed training in Information Technology at ICAI.

Academia

- Accomplish Bachelor of Commerce from the University of Madras.
- HSC with an aggregate 75%
- SSLC with an aggregate 74%

IT Skills

- Well versed with COMPUTAX,
- Tally.ERP9,
- Oracle, M3, Nimble Software,
- MS Office & Windows operating system,
- F&A Process.

Work Experience Summary

I. Senior Accountant (May 2023 to till date) in Metriq Solutions Pvt Ltd.

Roles and Responsibilities:

- Review Supplier invoice – Crosscheck and Audit the invoice cost based on my approval payment will process.
- Will prepare reconciliation statement and get approval from the property weekly. In case of claiming outstanding payments will validate and get the relevant invoice copy to approve the payments. Since to avoid duplicate / double payment.
- In case urgent invoices will get approval from Top level management and initiate with Off-cycle payments.
- Handle manual and automatic payment requests. Before confirming to proceed with payment will verify the Invoice date, Invoice number, service date, etc... to identify the duplicates.
- Involved in Vendor master creation, changes and verification, will request W9 form (Vendor form) and feed the details in Vendor Management system.
- Reviewed all the activities related to the AP process and provide the details to the client weekly.
- Handled clusters of 10 AP team's members. Taken ownership on trainings, Allocation and Reviewing all daily work assignments.
- Handled all types of priority and time – Sensitive requests.
- Assisted and needed in the Accounts Payable process to ensure all deadlines are met in including month – end close closure and payments.
- I have preparing in AP Dashboard excel works.
- Worked with various software's like Nimble, M3.

II. Senior Process Analyst (June 2021 to April 2023) in Treeline Business Solutions Pvt Ltd

Roles and Responsibilities:

- Reporting to senior managers regarding the company's finances.
- Processing Month end and yearend financial accounts.
- Supporting team members on all accounting issues.
- Handle Intercompany Accounts & Reconciliations.
- Preparation and posting accrual entries within due timeline
- Reconciled balance sheet accounts monthly.
- Day to Day Accounts maintenance – ERP tools
- Assist in audit requirements and be the point of contact for audits
- Financial Reports preparation
- Reporting to senior management on unapplied cash and bank re-conciliations
- Preparation and validation of prepayment schedule and subsequently preparation of Amortization schedule

- Preparing & Posting of Journal Entries that include Accrual, Re-class, Adjustments □ Monitoring and controlling invoices to attain on-time payments □ Preparation of Direct Cash Flow statement.
- Preparation of KPMG VAT Return for UAE Region
- End to End WHT Documentations for UAE Region
- Maintaining BS Schedules and performing any monthly reconciliation
- Responsible for sending MIS reports to the Senior Management Team
- GL verification and reconciliation with bank statements

III. Accounts Executive (Feb 2020 To Dec 2020) E-PowerX Learning Technologies Pvt Ltd

Roles and Responsibilities:

- Functionally reporting to Finance Manager
- Finalization of Accounts and Preparation of financial statements viz. Balance Sheet, Profit & Loss Account, Cash flow Statement etc.
- Preparing Balance Sheet Schedule and Cost Sheet for various Products
- Engaged in Month End Account Reconciliation for Various Branches.
- Closing of accounts on monthly basis and preparation of financial statement every month per preset datelines.
- Preparation of regular monthly reports like TB, BRS, Aging Reports
- Debtors and creditors reconciliation.
- Preparing monthly cash flow statements
- Preparing annual financial statements
- Preparation & Filings of GST Filings and GSTR 9 & 9C Annual Return Filings
- Filling TDS return to Government
- PF and ESI Returns filings
- Registration of Companies Filing
- UDIN & Udayam Registration Certificates

IV. Accounts Executive (Aug 2019 to Jan 2020) in Verve India Financial Services Pvt Ltd, CA.

Roles and Responsibilities:

- Individual Income Tax Returns and Companies Income tax Returns filings
- Preparation of Computation of Income and Income for Various kinds of assesses
- Preparation & Submission of GST Filings and GSTR 9 & 9C Annual Return Filings
- Preparation of Bank Reconciliation on daily basis
- Registration of Companies Filing

V. Articled Clerk (May 2016 to May 2019) in Sivankalai & Co, CA.

Roles and Responsibilities:

- Individual Income Tax Returns and Companies Income tax Returns filings
- Preparation of Computation of Income and Income for Various kinds of assesses
- Preparation of Submissions against notices received from the income – tax authorities during the assessment and appeal proceedings
- Preparation & Submission of GST Filings and GSTR 9 & 9C Annual Return Filings
- TDS Filing,
- Service Tax,
- Registration of Companies Filing
- UDIN & Udayam Registration Certificates,
- BRS & Bills Payable & Bills Receivables,
- Preparing monthly P&L and Balance Sheet reporting including commentary on all material variances
- Preparing annual financial statements.
- Filing of GST invoices.
- Carrying out any other accounting related duties as assigned by the accounting management.
- Collecting raw financial data.
- Preparing standard accounting reports and summaries for financial analysis.
- Dealing with any queries from the auditors.
- Advising clients on tax planning
- Advising on the financial implications and consequences of business decisions
- Monitoring and controlling invoices to attain on-time payments
- Handling Day to day Cash & Bank transactions
- Reconciliation of Bank Statement of the end of the month
- Internal auditing of income tax E-return Filling

Interpersonal skills

- Ability to work under pressure
- Financial Planning
- Risk Assessment
- Customer Service
- Problem Solving
- Account Reconciliation
- Advanced Excel
- Can work for a long period

Personal Profile

Date of Birth : 13.11.1992

Address : No.27, F3 S S Dhanya Flats,
Metro Star City Annuxe,
Manikandan Nagar,
Kundrathur,
Chennai – 600 069.

Languages Known: English, Tamil, Urdu

Place: Chennai

Date:

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