

# Suraj Menon

## Chartered Accountant

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### EDUCATION

Course	Year	Institution	%	Remarks
CA Final	May 2025	ICAI	50%	Cleared Both group together with an Exemption in <b>AFM</b>
CA Intermediate	May 2023	ICAI	58%	Exemptions in <b>4</b> papers
B.Com	April 2020	University of Calicut, Christ College , Irinjalakuda	82%	Specialised in <b>Finance</b>
AISSCE	Mar 2017	CBSE, Nirmala Matha Central School	89%	School topper in Accountancy
AISSE	Mar 2015	CBSE, Nirmala Matha Central School	74%	-

### WORK EXPERIENCE

#### Article Assistant — Ranjith & Ranjith, Chartered Accountants, Thrissur Jan 2022 – Feb 2024

- Conducted **statutory audits** for companies in the service sector, focusing on accuracy and completeness of financial statements.
- Ensured compliance with applicable **accounting standards** (Ind AS/AS) and regulatory requirements under the Companies Act, 2013.
- Managed annual compliance filings via MCA portal for submitting audited financial statements and Board Reports.
- Participated in **stock audits** for clients in retail and manufacturing, handling inventory verification, reconciliation, and valuation.
- Prepared and reviewed year-end financial statements, ensuring accuracy, compliance with statutory norms.
- Reviewed and filed **Income Tax Returns (ITR)** for individuals, firms, and companies with accuracy and timeliness .
- Assisted in **Tax Audit** procedures, including drafting and reviewing Form 3CD annexures, identifying disallowances, and compiling supporting documentation.
- Contributed to tax audits by reviewing ledgers, preparing audit documentation, and checking statutory compliance.
- Managed **GST compliance**, including preparation and filing of GSTR-1 and GSTR-3B, and performed reconciliations.
- Maintained effective communication with clients to clarify tax-related queries and assist with audit documentation.

#### Article Assistant — CA T.A. Thomachen, Chartered Accountant, Thrissur Nov 2020 – Sep 2021

- Assisted in drafting **financial statements** such as Balance Sheets and Profit & Loss Accounts for SMEs.
- Supported preparation and filing of Income Tax Returns for salaried individuals, professionals, and proprietors.
- Managed **GST return filing** (GSTR-1, GSTR-3B) for various clients, ensuring timely submission and Compliance.
- Performed **accounting tasks** using Tally ERP, and Tally Prime including bank reconciliations and journal postings.

### SKILLS

- Proficient in MS Excel, Word, PowerPoint, Tally Prime, Tally ERP, and WinMan CA ERP.
- Demonstrates strong interpersonal and communication skills, effectively building relationships with clients, colleagues, and stakeholders to achieve common goals.
- Dedicated to exploring new ideas and pursuing continuous learning to contribute effectively to team initiatives and professional development.

### CERTIFICATIONS & TRAINING

- Orientation Course – October 2020 ICAI, Thrissur.
- (Information Technology Training (ITT) – November 2020 ICAI, Thrissur
- Advanced IT (AICITSS) – August 2023 ICAI, Thrissur.
- Management and Communication Skills (MCS – AICITSS) – September 2023 ICAI, Thrissur.

### ACHIEVEMENTS

- Awarded Best Student for Topper in Accountancy in AISSCE 2016-17.
- Awarded Best Student for Class Topper in B.Com (Finance) 2017-2020.