## CURRICULUM VITAE

|  |  |
| --- | --- |
| **CA. SONA A. DEVASSY, B.Com, ACA**  Mobile : +968 91282051  Email : sona.devassy@yahoo.com  Address : #108, Al Ghadeer bldg, P.O Box 1916,  Ruwi, Sultanate of Oman. |  |

**Summary**

Qualified Chartered Accountant with more than four years**,** well-versed in audits, accounts, financial management, special assignments and taxation services

**Core Competencies**

**** Accounting ****Statutory Audit **** Taxation **** Advisory **** Internal Audit **** Bank Audit **** Budgeting **** Vat accounting and VAT Audit **** Costing

**Profile At A Glance**

* Adept at audits, reviews, agreed upon procedures, accounting advisory services, and corporate governance reporting in accordance with Accounting & Auditing Standards and regulatory requirements.
* Adept at finalization of accounts, resolving complex accounting issues and final audit presentations for various clients.
* Successfully managed to reduce the Company demurrage cost by more than 80%
* Strict follow up with the divisions led to reduction in stock ageing of Company by 21%
* Team facilitator with excellent communication and presentation skills along with problem solving abilities.

**Key Skills**

* Excellent presentation and communication skills.
* Proficient in MS Office Applications.
* Familiar with accounting packages such as IScala ERP, Tally ERP, Winman ERP.

**Qualification And Experience Overview**

|  |  |  |
| --- | --- | --- |
| **Course/ Exam** | **Year of completion** | **University/Board/Institution** |
| CA (Final) | 2015 | Institute of Chartered Accountants of India |
| CA (Ipcc) | 2011 | Institute of Chartered Accountants of India |
| B.Com | 2009 | Kannur University |

* **Feb 2016 to present :** Accountant at **Muscat Air Conditioning and Electronics LLC**
* **Nov 2014 to Sept 2015 :** Audit assistant at **Sajive Associates Chartered Accountants**.
* **Aug 2011 to Aug 2014** : Chartered Accountancy Articleship training at Thomas & Thomas CA’s

**Work Experience**

**Muscat Air Conditioning and Electronics LLC, Oman**

* Assist the Finance Manager in preparation and finalization of monthly MIS Reports.
* Handling foreign payments, payables.
* Preparation of payroll, Receivables ageing report, Stock ageing report.
* Preparation of Letter of Credit after getting the approval of purchase from Chief Operating Officer.
* Ensuring month end Bank entries (interest, LTR payments, LC payments and other charges etc.) are entered into system in proper form.
* Verification of petty cash expenses.
* Preparation of landed cost sheets in coordination with clearing agents in time and accounting of all clearing bills/freight/ custom duty/ bills in system on time.
* Verification of transactions (JVs, cost sheet, expenses, supplier payments and purchase vouchers.
* Declaration of Marine insurance claim to insurance company on monthly basis.
* Try to achieve reduction in Clearing Costs by screening the clearing agents properly and trying to get better rates on company wide basis.
* Regular follow up with the Division Heads to ensure that the stock position of each division (item wise) does not exceed 6 months of age.
* Ensure that the landed prices of stocks order are loaded with the correct expenses.

**Thomas & Thomas Chartered Accountants, Sajive Associates CAs, Kerala, India**

* Prepared consolidated financial statements, quarterly and monthly performance reports, reconciliation reports, dealing with auditors, Bankers and cash flow management for various firms and companies.
* Responsible for developing budgets and variance analysis for clients.
* Responsible for submission of Vat audit report of Government Company like KELTRON.
* Served as part of audit team, which is responsible to complete statutory branch audit of Nationalized Banks.
* Responsible for completion of statutory audit of Government Company like, KSHDC.
* Served as part of audit team, which is responsible to conduct concurrent audit of private sector Banks.
* Responsible for conducting audit of various Defense Departments.
* Quality work experience, mainly in accounting services, external audits, internal audits, reviews, taxation services.
* Responsible for conducting Tax audit and Vat audit for various enterprises.
* Expert knowledge in tax laws of the country to prepare the tax computations, various tax returns, tax schedules and provide advisory services and business and tax profile.
* Provide clients with insights on the business landscape and provide them with meaningful solutions to improve their business.
* Plan and communicate the audit/ tax strategy, setting of targets, decide the appropriate skills, timing of engagements and effective management of resources to maximize performance efficiency for organizations.
* Finalization of accounts under the guidance of principal of the firm.

**Personal Particulars**

* Date of Birth : 28th June, 1989.
* Gender : Male
* Nationality : Indian
* Languages known : English, Hindi, Malayalam
* GCC Driving License