



CONTACT

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AREA OF EXPERTISE

- Audit
- Financial Accounting and Reporting
- MS Office Applications (Word, Excel, PowerPoint, Outlook)
- Accounting Software (Tally, Peachtree, Caps)
- Team Leadership and Management
- Accounting Standards (GAAP, IFRS)
- Budgeting and Financial Planning
- Financial Reporting and Analysis
- Internal Controls and Compliance
- Strong Ethics

CERTIFICATIONS

- MS Excel Certification
- Tally and Peachtree Certification

SHORT COURSES

- ICITSS (ICAI)

REFERENCES

Shijith Chingan

Accounts Manager

Santorini Comercio Ltd, Angola

Phone +244 926913645

KAVYA KUNHUMON

AUDIT AND FINANCE EXECUTIVE (CA FINALIST)

Results-driven Senior Audit Executive with 6+ years of experience in risk management, mitigation, and business process improvement. Proven track record of driving productivity and performance through effective employee training, development, and coaching.

EDUCATION

Bachelor of Commerce (BCOM), 2017

Institution: IGNOU

Percentage: 60%

Chartered Accountancy (CA IPCC), 2016

Institution: Institute of Chartered Accountants of India (ICAI)

Percentage: 55%

Higher Secondary Education (PLUS TWO), 2012

Institution: Board of Higher Secondary Examination, Kerala

Percentage: 90%

Secondary School Leaving Certificate (SSLC), 2010

Institution: Board of Public Examination Kerala

Percentage: 96%

WORK EXPERIENCE

Audit Officer

Santorini Comercio Geral Ltd, Luanda, Angola

October 2022 - October 2023

Accounts and Finance Executive

Show BC Pvt Ltd, Kannur, Kerala

January 2022 - June 2022

Audit Manager

DPSM & CO, Kannur, Kerala

July 2020 - September 2021

Audit Staff

George and Regi, Kannur, Kerala

November 2019 - June 2020

Accounts and Compliance Executive

Vitalsource Knowledge Associates Pvt. Ltd, Trivandrum, Kerala

June 2019 - October 2019

Training and Internship

George and Regi CA Firm, Kannur, Kerala

February 2016 - February 2019

WORK EXPERIENCE IN DETAIL

Audit Officer - Santorini Comercio Geral Ltd, Luanda, Angola

Part of a large conglomerate with over 10 companies, Santorini Comercio Geral Ltd imports merchandise worldwide and distributes through 20+ warehouses in Angola, with diverse holdings in real estate, bakery, and rental properties.

KEY RESPONSIBILITIES

1. Ensured accuracy of financial statements (GAAP compliance).
2. Conducted monthly expense variance analysis.
3. Managed consolidation, inter-company transactions, and reconciliations (foreign currency accounting).
4. Supervised fixed asset management.
5. Scrutinized daily sales reports from warehouses.
6. Initiated local payments (invoice verification, purchase orders, contracts).
7. Reconciled inter-company stock transfers.
8. Assisted with payroll processing, time data entry, and HR duties.

Accounts and Finance Executive - Show BC Pvt Ltd, Kannur, Kerala

KEY RESPONSIBILITIES

1. Assisted in budget preparation and analysis.
2. Maintained accurate records of accounts receivable and payable transactions.
3. Analyzed financial trends (accounts receivable, payable, inventory, purchases) to optimize operations.
4. Managed daily accounts payable and receivable functions.
5. Ensured timely payments and receipts.
6. Monitored expenses against budgets and provided detailed reports.

Audit Manager - DPSM & CO, Kannur, Kerala

KEY RESPONSIBILITIES

1. Prepared quarterly internal audit reports.
2. Consolidated and compared financial statements.
3. Conducted bank reconciliation statements.
4. Controlled salary and wage payments.
5. Managed Income Tax, TDS, and GST returns.
6. Maintained muster rolls of employees.
7. Provided induction training for newly joined employees.

Audit Staff - George and Regi, Kannur, Kerala

KEY RESPONSIBILITIES

1. Reviewed financial documents and records for accuracy.
2. Developed audit programs, identified risks, and evaluated internal controls.
3. Supervised junior audit assistants, ensuring timely completion of tasks.
4. Conducted tests of accounting systems and procedures.

Accounts and Compliance Executive - Vitalsource Knowledge Associates Pvt. Ltd, TVM

KEY RESPONSIBILITIES

1. Provided induction training for newly joined employees.
2. Coordinated cross-functional teams to deliver high-quality results within tight timelines.
3. Analyzed current trends in accounts receivable and payable.

TRAINING AND INTERNSHIP - GEORGE AND REGI CA FIRM