**Divya Aloysius, CPA**

147 John Olds Drive, Apt 104 ◼ Manchester, CT 06042 ◼ Phone: 860-432-5665 ◼ Email: divjoe@gmail.com

|  |
| --- |
| **Dedicated CPA with experience in accounting and statutory compliance of corporations, process improvements, financial analysis, meeting tight deadlines and enhancing client relationships. Independently handled financial audits, compliance audits and internal audits resulting in improved controls and operating efficiencies. Computer skills include proficiency in Excel , Word, MS Office and basic knowledge of Quickbooks Pro 2009.** |

Education

**Certified Public Accountant,** State of Colorado, 4/2010

INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA, Chennai, India

* **Associate Member of Chartered Accountants of India(ACA),**11/2001
* **Diploma in Information Systems Audit (DISA),**3/2003

UNIVERSITY OF MADRAS, Chennai, Indi*a*

* **Bachelor of Commerce (B.Com),**5/1999

Certification

**Six Sigma Green belt Certificate (Aug 2004) for improving the quality of process outputs in Ma Foi Outsourcing Solutions Ltd.**

Experience

|  |  |
| --- | --- |
| **Ma Foi Outsourcing Solutions(now known as Ma Foi Randstad),Chennai, India Jul 2003 to Jul 2005** |  |

**Team Leader,** 1/2004 to 7/2005

**Process Executive,** 7/2003 to 12/2003

Executed tax planning for senior management personnel; statutory compliance of corporations; computed full and final settlements for employees; generation of statutory reports and Salary Journal Voucher report.

***Key achievements:***

* Promoted to Team leader in a short period of 6 months.
* Received Six Sigma Green Belt Certificate for identifying and implementing process level improvements done to increase productivity.
* Skilled at meeting tight deadlines thereby improving client relationships.

|  |  |
| --- | --- |
| **B.P.JAIN & CO. Chartered Accountants, Chennai, India**  **Assistant Audit Manager,** 9/2002 to 6/2003  **Audit Intern,** 7/1997 to 12/2000 | **Sep 2002 to Jun 2003** |

***Nature of work done:***

* Handled financial and compliance audits for companies both public and private.
* Assisted in investigation audit of a non banking financial institution.
* Conducted quantitative analysis of financial data to forecast revenue, identified future trends and made recommendations to the client.
* Handled Registrar of Companies (ROC) matters such as registration of a company, amendments to the Memorandum or Articles of Association.
* Prepared individual and corporate income tax returns.

**SCHLUMBERGER MIDDLE EAST, Abu Dhabi, UAE Jun 2002 to Aug 2002**

* Worked on an independent short term assignment in internal audit of payables.

**American Express Bank, Foreign Exchange Division(Spencer Plaza) Chennai, India Jan 2001 to Jun 2001**

* Exposure in back office operations of the foreign exchange division like settlement of foreign exchange with the main branch, fortnightly forms to be generated.
* Took approval of Cash on card and attended to cash payouts at the front office.