

ACHSAH GRACE BABY

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Carrier Objective:

Seeking a challenging position that would entail me to apply my knowledge and skills in tune with latest trends and be a part of the team that dynamically works towards the growth of the organization and enable me to develop my capabilities in today's global economy.

Work Experience:

- **Audit Assistant:** Worked as an Audit Assistant for Charles & Co., Chartered accountant firm, Kottarakara since August 2015 to July 2016.
- **Accountant:** Worked as an Accounts cum Admin Assistant in S&J Sales Corporation, a leading Exporting Company, Trivandrum since June 2017 to April 2018.
- **Accountant:** Worked as Accountant in IYYM Engineering Services Pvt Ltd. Ernakulam since July 2018 to December 2019.
- **Finance and HR Administrator:** Working as Finance and HR Administrator in IYYM Engineering Services Pvt Ltd. Ernakulam since January 2020.

Job Responsibilities:

- Finalization of Books of Accounts.
- Verification & approval of payments on a daily basis.
- Preparation of & Monthly Budgets and verification of variance with the actuals.
- Co-ordination of Work of office staff : Accounts& Billing
- Preparation of Daily Reports on Payments both Cash and Bank directly to MD
- Preparation and presentation of fund requirement along with the available source therefore directly to MD in writing.
- Preparation of Projected / Provisional Statements and other reports to Banks and certification of the same.
- Attending hearing with Income Tax/GST Authorities, ESI Authorities
- Co-ordination with Auditors, Bankers etc.
- Pay Roll Management.
- E-Filing of Income Tax Returns-Individuals
- E-Filing of Monthly GST Return
- Making E-payments to GST, TDS, Advance Tax, Electricity Bills, Telephone Bills etc.
- Co-ordination with Company Secretary for e-filing ROC returns.
- Import, Export Procedures.

- Co-ordination with Forex Department to complete foreign currency payment procedures.
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Deal with employee requests regarding human resources issues, rules, and regulations.

Educational Qualifications:

- Master of Commerce with a specialization in International Business
IGNOU
- Bachelor of commerce with a specialization in taxation
Kerala University
- Foundation in Chartered accountant
Institute of Chartered Accountants of India
- Higher secondary education in Biology science G.H.S.S
Sadanandapuram, Kottarakkara.(85%)
- High school education in ICSE with 80% SDAHSS,
Pathanamthita

Additional Qualification

- Pursuing CA intermediate
- Pursuing CMA USA

Personal Skill:

- Extremely capable of working independently or within a team to achieve set of goals.
- Corporate co-ordination and Time management skills.
- Balancing and prioritizing multi-task accurately and professionally.
- Initiative and willingness to take risks.
- Curiosity and lifelong learning.

Computer Proficiency:

- Tally ERP 9.
- GST enabled Software
- Financial accounting software
- MS office

Skills:

- GST works
- TDS works
- Income tax filing
- Tax audit works
- PF and ESI works
- Other Statutory Compliances

Personal Profile:

Name : Achsah Grace Baby
Father's Name : Mr. Baby Thomas
Address : Carmel, Panavely (Po),
Kottarakkara, Kollam(dt),Kerala
Pin : 691532
Date of Birth : 07.11.1994
Marital Status : Married
Languages : English (R,W,T), Malayalam
(R,W,T), Hindi(R,W)

Declaration:

I here by declare that all the details furnished above are true to the best of my knowledge and belief.

Place :Ernakulam
Date :07.08.2023

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