

MANJU KV

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manjukv88@gmail.com

manjuv@kpmg.com

Career Objective

Seeking a challenging position in a leading corporate environment where my skills and abilities can be fully utilized, to be part of a team that dynamically works towards the growth of the organization which in turn would contribute to my career growth.

Academia

- **Perusing ICWAI- Final**
- **Perusing Master's in Commerce**, (MG University)
- **ICAI - Inter qualified**, ICAI Bhavan, Cochin Chapter (2009-2010)
- **Bachelor's Degree in Commerce**, 68%,(MG University 2005-2008)
- **Under Graduation in Commerce**, 77%,(2003-2005)
- **Secondary Schooling**, 62%, (March 2003)

Academic Project, Achievements & Honors

- Dissertation on Ratio analysis and Graphical Representation of Balance Sheet of Banks in CMA Institute (2009-2010).
- Dissertation on Corporate Social Responsibility CMA Institute (2010-2011).
- Participated in the 52nd Student's National Cost Convention conducted in Chennai (2011).
- Part of the Excellent Team selected in KPMG GDC Audit for the quarter July-September 2012.

IT Credentials

- 100 hours Computer Training for Information Technology (as per ICAI)
- Post Graduate Diploma in Computer Application (PGDCA)
- Microsoft Office (Word, Excel), Good Excel Knowledge & Internet
- Tally 7.2

Professional Experience

➤ Varma & Varma (March to April- 2010)

Varma & Varma, leading Chartered Accountants since from 1935 in Kochi (Cochin)

Designation: Audit associate

Key Result Area:

- Worked as Audit assistant to the senior auditors for client place auditing.
- Filing of Income tax Return for individuals, partnership firms and companies.

Reference:

Rohini Thambi

Practicing Chartered Accountant, Varma&Varma

Contact Number: 09895895526



Cochin Shipyard Ltd (Oct 2010- Oct 2011)

Cochin Shipyard was incorporated in 1972 as a Government of India company. CSL is the largest shipbuilding and maintenance facility in India. It is part of a line of maritime-related facilities in the port-city of Kochi, in the state of Kerala.

Designation: Audit associate

Key Result Area:

- Undergone training in Company Secretariat
- Liaison with Company's Internal Auditors/ Govt. Audit Party regarding their request and quarries.
- Preparation of control sheets regarding the Internal Audit Findings.
- Email correspondence for seeking the response for Internal Audit findings.
- Liaison with the Business plan preparation Team from EY in associated with collection of information related to company as they required from various department.
- Schedule A application and XBRL filing of Annual Accounts of Company.

Reference:

Kala V

Company Secretary, Cochin Shipyard Ltd

vkala@cochinshipyard.com

Contact number: 09895705113



➤ **KPMG Global Delivery Centre - (April 2012 – till to date)**

KPMG is one of the largest professional services companies in the world and one of the Big Four auditors, along with Deloitte, EY and PWC. KPMG in India is the leading providers of risk, financial & business advisory, tax & regulatory services, internal audit, and corporate governance with a global approach to service delivery, the firm responds to clients' complex business challenges with a broad range of services across industry sectors and national boundaries.

Designation: Senior Associate (Team Lead)

Key Result Area:

- Coordinating the manpower to delivering the desired output of US engagement Team within the specified time limit.
- Clarifying the work related queries of team members and guide them to achieve the final result.
- Interacting and taking Clarifications with US rotational and Directly from US engagement Teams.
- Responsible for day to day operations to ensure error free Audit service delivery.
- Ensure client satisfaction, especially for team extensions, and drive quality by ensuring adequate knowledge sharing, clarifications and review within the teams.
- Ensure highest level of Quality by reviewing all work before delivering.
- Checking mathematical accuracy by performing various calculations like internal consistency tie outs, Prior Year Tick & Tie and Trial Balance tie outs.
- Vouching of financial statements, Identifying and reporting findings.
- Handling Bank and Cash reconciliations of US clients.
- Verify the accuracy of Intangible assets valuation reports given third party.
- Perform procedures within e-Audit (Fully customizable electronic workflows offer industry-leading audit design flexibility for our firm's engagements)
 - ◆ Develop a new e-Audit file in the starting of financial period for engagements
 - ◆ Roll forward all prior year data to current year e-Audit file
 - ◆ Based on the prior year identify the significant accounts for auditing
 - ◆ Preparation and lead sheets using Trial Balance(Summary of information of a particular accounting schedule, B/S)
- Doing Monetary Unit Sampling using IDEA Tool (Data Analysis software).
- Developed IFRS, Technical and soft skills by completing all assigned firm sponsored trainings related to Audit processes & tools, English and soft skills.

Reference:

Sherin C Paulose [Chartered Accountant]
Manager, KPMG GDC, India
Sherinpaulose1@kpmg.com
Contact number: + 919526988555

Aneesh Sasidharan [Chartered Accountant]
KPMG GDC, India
Asasidharan1@kpmg.com
Contact number: +918281120414

Personal Appraisal:

- Dedicated and Hard Working.
- Creative and Team Player
- Time Management
- Diplomacy & Tact
- Sincere and well disciplined

Personal Details:

Name	: Manju KV
Father's Name	: K V Vijayan
Age and date of birth	: 28yrs, 29 th May 1988
Gender	: Female
Marital Status	: Married
Nationality	: Indian
Mother Tongue	: Malayalam
Languages known	: English, Malayalam & Hindi
Hometown	: Ernakulam
Passport Number	: J8103779
Contact No.	: +919895787011
Email Id	: manjukv88@gmail.com

Declaration

I assure you that the details given above are true to the best of my knowledge and if given a chance I shall leave no stone unturned to satisfy you with my work.

PLACE: Kochi

Yours Sincerely,

DATE:

Manju KV

