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## SUMMARY & CAREER OBJECTIVE

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Qualified Chartered Accountant with 4.5 years of experience in preparation of consolidated and standalone financial statements, external audits, internal audits, financial reporting, special assignments, review audits and taxation services in India; seeking for a career to excel in my chosen field in a job that both challenges and inspires me, while pushing me to work to the best of my abilities and produce the highest quality work that I am capable of.

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## EDUCATIONAL QUALIFICATIONS & TRAININGS ATTENDED

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YEAR	COURSE	UNIVERSITY/BOARD/INSTITUTION	Marks (%)
2020	Chartered Accountancy	Institute of Chartered Accountants of India	58
2017	Bachelor of Commerce	Kerala University	63.50
2013	Senior High School	CBSE	83
2011	High School	CBSE	93

### Trainings attended include;

- 35 Hours of Orientation Programme conducted by Trivandrum Branch of SIRC of ICAI
- Information Technology Training of 100 hours from Trivandrum Branch of SIRC of ICAI, covering Basics of Computers, Microsoft Tools, Tally, Internet, etc.
- Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) of 100 hours conducted by Trivandrum Branch of SIRC of ICAI, covering MS Access, Advanced Excel, GST updated Tally version, etc.
- General Management and Communications Skills Course I & II organized by ICAI.

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## PROFESSIONAL EXPERIENCE

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1. Name of the company : Parpella Private Ltd, India  
Designation : Assistant Manager  
Duration : December 2017 -June 2019 (1 year and 7 months)
2. Name of the company : Varma & Varma Chartered Accountants, India  
Designation : CA Article Assistant (Internship)  
Duration : September 2014 -September 2017 (3 years)

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## SOFTWARE SKILLS

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- Good IT skills, well versed with various applications including MS Office and advanced knowledge in MS excel.
- Experience in working with different accounting packages such as Tally, Oracle.
- Working knowledge of online tax return filing software-Winman.

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## CORE COMPETENCIES

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- ✓ Finance and Accounting    ✓ Audit and Statutory compliance    ✓ Taxation
  - ✓ Preparation of standalone and consolidated financial statements.
  - ✓ Flexible team player and talented to effectively prioritize and manage multiple assignments concurrently.
  - ✓ Enjoys challenges and able to work under pressure to deliver excellent results by efficient planning and delegation.
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## ASSIGNMENTS HANDLED AND ACHIEVEMENTS

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### Accounts and Audit

- Plan and communicate the audit strategy, audit plan and timing of engagements for effective management of resources to maximize performance efficiently for clients.
- Adept at preparation of accounts in various accounting packages and preparation of Provisional Financial Statements for clients in various business fields such as builders, IT companies, Hotels etc.
- Adept at preparation and analysis of standalone and consolidated financial statements, finalisation of accounts and resolving accounting issues for clients.
- Review of internal financial control of various organisations.
- Accountable for preparation of tax computations, various tax returns, tax schedules of various clients.
- Responsible for managing clients across various types of industries like **Manufacturing, Hospitality, Hospital, Retail, Software and Construction sector.**
- External Audits, Internal Audits , Accounting services of more than 30 firms and companies
  - ✓ Internal audit of a **leading PSU in Kerala** having turnover more than INR.600 Crores.
  - ✓ Statutory audit and tax audit of a **5 star-hotel** with turnover more than INR 70 Crores.
  - ✓ Statutory audit and tax audit of a **Construction company** with turnover more than INR 7 Crores.
  - ✓ Statutory audits and tax audit of **Software companies** with turnover more than INR.5 Crores.
  - ✓ **Stock audit** of various companies.

### Special Assignments

- Preparation and compilation of reply to notice under section 142(1) of a company.
- Review of internal control of hospital having turnover more than INR 24 Crores.

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## PERSONAL PARTICULARS

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- Date of Birth : 17-07-1995
- Nationality : Indian
- Marital Status : Single
- Languages known : English, Malayalam ,Tamil, Hindi
- Permanent Address : Nisari, Near Kadakkavur Railway Station,  
Kadakkavur P.O  
Trivandrum, Kerala 695 306
- Reference : Available upon request

Yours Sincerely,

Sabin R