

**SOORAJ S R**

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DOB : 24/05/1994  
NATIONALITY : INDIAN

## Profile

Tax Accountant equipped with a graduate degree in finance, advanced certifications, and over 4 years of public accounting experience. Expert in tax accounting including GST filing, TDS filing with relevant software. Detail-oriented, dynamic professional in search of advancement opportunities within reputable, growth-oriented organizations

## Education

**B.COM with Taxation Law & Practice** 2013 – 2015  
KERALA UNIVERSITY,  
THIRUVANANTHAPURAM, India

**DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING** 2015 – 2016  
CENTRE FOR DEVELOPMENT OF IMAGING  
TECHNOLOGY, KERALA, INDIA

**INTERMEDIATE** 2016 – Present  
INSTITUTE OF CHARTERED ACCOUNTANTS OF  
INDIA, THIRUVANANTHAPURAM, KERALA, INDIA

## WORK EXPERIENCE

**ARTICLED ASSISTANT/ACCOUNTS EXECUTIVE** 2016 – 2019  
**J.S.HARI & ASSOCIATES, THIRUVANANTHAPURAM, KERALA**

- Filed tax returns and prepared governmental reports in compliance with strict standards.

- Maintained integrity of general ledger, including the chart of accounts.
- Generated financial statements and facilitated account closing procedures each month.
- Computed taxes owed by applying prescribed rates, laws and regulations.
- Prepare, examine, and analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

**FINANCE/ ACCOUNTS MANAGER** 2019 – Present  
**MMK AGENCIES & FORTVIEW GARMENTS DIVISION ,TVMP, KERALA**

- Managing day to day affairs in accounting as well as financing.
- Preparation of monthly & quarterly GST data & filing the same.
- Bank reconciliation & creditors/debtors balance reconciling.
- Preparing & Reviewing MIS Reports.

**SKILLS**

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- ❖ MICROSOFT WORD , MICROSOFT EXCEL
- ❖ BANK RECONCILIATION & DAILY VOUCHER PROCESSING
- ❖ MONTHLY & ANNUAL GST PROCESSING & FILING
- ❖ INCOME TAX RETURN PROCESSING & FILING THROUGH RELEVANT SOFTWARE.
- ❖ INTER PERSONAL SKILL & PROFICIENCY IN ENGLISH , MALAYALAM,HINDI.
- ❖ GENERATING PROJECTION FOR THE FINANCIAL YEARS.
- ❖ GENERATING CASH FLOW STATEMENTS.
- ❖ WELL VERSED IN TALLY ERP 9, MARG ERP 9.
- ❖ TDS FILING & GENERATING STATUTORY FORMS WITH REGARD.
- ❖ BOOK KEEPING & AUDITING.

**ACHIEVEMENTS / EXPERIENCE**

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- Commenced Company Audit of KINFRA Film & Video Park Trivandrum
- Conducted Tax Audit of GLASSPOINT Trivandrum (Major dealer of Century Ply woods)
- Conducted Tax Audit of BREAKTHROUGH Trivandrum (Brand & Business consulting co.)
- Conducted Tax Audit of NEUF SOLUTIONS Trivandrum (Audio System designing & services)