

# CURRICULUM VITAE

## SAFANA THASNI.M

**Cost and Management Accountant (CMA)**

Malappuram,

Kerala

Safanathasni95@gmail.com

+91 8547590583

---

### Career Objective

Seeking a challenging position under a quality environment where my skills and experience can be fruitfully utilized for the growth of the organization and myself.

I am rated to possess good academic, analytical and communication skills and endeavor to contribute to the Corporate world with my professional qualification and intellect and hence looking forward to be an integral part of the organization.

### Work Experience

---

#### **Office Assistant**

CA. Ajith Sivadas & co.,

Kerala, From April 2018 to

December 2019

(Last Employer)

Job profile:

- Cost audits.
- Preparation of CAS-4 Compliance Report.
- Cost sheet preparation.
- Preparation of cost audit report.
- Reconciliation statement of costing and financial profit.
- Income tax Audit.
- Income tax return filing.
- Internal audits.
- GST works.
- Preparation of project reports.
- Preparation of financial statements.
- Independent Auditors Report Preparation.
- CARO 2016 Audit Report Preparations.
- Bank Audit and Audit Report Preparations.
- MCA related compliances.
- Company, Partnership, Trust deed Preparation.
- Company, Partnership, Trust deed registration.
- GST Registration.
- Income Tax Registration.
- PAN Application.
- GST- Return Filing.
- TDS-Quarterly Return filing, Annual Returns and TDS Reconciliation.

- Dealing with Income tax notices and appeal filing.
- Preparation and e-filing of reply letters for notices under section 143(2).
- Appearing for personal hearing during scrutiny assessment proceedings.
- Dealing with notices from Central Service Tax and Excise Officers.

## Internship Training

Salmanul Faris K&Associates.,  
Kerala, From August 2017 to March 2018.

Job profile:

- Tally ERP
- Preparation of accounts statements
- Assisting audit works and internal audit
- Bank reconciliation statements
- Preparation and submission of IT returns

## Accounts Officer

Fontana Impex Pvt Ltd - Kerala  
For a period of six months.

About the organization:

Fontana Impex Private Limited, established in 2009, is a large modern ceramic enterprise specialized in making high grade and value added ceramic tiles. The company provides excellent collections of tiles in India, Dubai, Oman and other GCC countries. The company has one decade of experience in the industry and has around thousands of employees currently.

## Education

### B.com (F&CA)

Indira Gandhi National Open University (IGNOU)  
December 2015 to December 2018

### Cost and Management Accountant (CMA)

Institute of cost accountants of India - Kolkata, West Bengal  
December 2015 to June 2018

## Skills / IT Skills

MS Office Applications (Word, Excel, Power Point), Tally ERP9.

## Personal Details

Date of Birth : 13<sup>th</sup> October 1995

Name of Father:

SHARAFUDHEEN.M

Marital Status : Married

Nationality : Indian

Linguistics : English and Malayalam

## Declaration

---

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date: 09-06-2020

Place: Manjeri