

RESUME

Sreelekshmi GS

Sree Vihar
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CAREER SUMMARY

A success driven, energetic finance professional with the ability to manage financial operations at senior management level. Proven track record of accomplishing challenging goals and creating value by setting vision and focus to succeed. My candidature, apart from my technical skill set, ticks several boxes in terms of vision, ability, intellect, leadership, passion and ethics.

AREAS OF STRENGTH

- Flexible team player who can adapt to changing situations
- Good qualitative aptitude along with excellent grasping power and eagerness to learn.
- Optimistic, Self-confidence and Self-motivated
- Ability to work under pressure
- Leadership and ability to motivate people

PROFESSIONAL QUALIFICATION

Examination	Institute	Year	Details
C.A. (Inter)	Institute Of Chartered Accountants Of India	Pursuing	Pursuing
Bcom (Taxation)	Kerala University (Private)	2016	Pass (60%)

ACADAMIC QUALIFICATION

Examination	University/Board	Year	Percentage
12 th	Board of Higher Secondary Examination, Government of Kerala	2012	70%
10 th	Board of Public Examination, Kerala	2010	70%

WORK EXPERIENCE

- Served as an **articled assistant** for 3 years at **Mohan and Mohan Associates Chartered Accountants, Trivandrum.** (1st February 2017 – 31st January 2020)
- Nature of work:

<i>Accounting</i>	<ul style="list-style-type: none"> • Preparing Consolidated and Standalone Financial Statements under Ind AS and AS in MNCs. • Preparation and Finalization of Balance Sheet, Statement of Profit & Loss Account as per Schedule III and Cash Flow Statements. • Preparation of books of accounts of various entities including charitable institutions.
<i>Auditing</i>	<ul style="list-style-type: none"> • Handled tax audits and statutory audits of various individuals, firms and companies, including manufacturing as well trading and non-trading concerns. • Conducted internal audit for government and private companies including refineries. • Conducting verification of various books of accounts to detect any possible fraud or error. • Ensuring compliance with Companies Act 2013 and Auditing Standards. • Drafting Audit Reports as per Companies Audit Report order (CARO) 2016
<i>Direct Tax</i>	<ul style="list-style-type: none"> • Preparation of Tax Audit Reports – Form 3CD, 3CB/3CA,3CE. • Preparation & E-filing of Income Tax Returns of individuals, firms and Companies using both software (Winman, Computax) and excel utility. • Ensuring compliance with Income Computation and Disclosure Standards. • Filing of TDS returns.
<i>Indirect Tax</i>	<ul style="list-style-type: none"> • Verification of GST Returns, Service Tax Returns, VAT returns. • Filing of various returns under GST.
<i>Consultancy</i>	<ul style="list-style-type: none"> • Preparation of Project reports of many government undertakings. • Prepared report on Fees determination for Association for Ayurveda colleges of Kerala. • Conducted SWOT analysis. • Financial advisory services, financial management, Business planning, Budgeting, Forecasting and Business restructuring.
<i>Others</i>	<ul style="list-style-type: none"> • Worked as an active team member and looked into financial as well as internal functioning aspects of the companies. • Synchronized audit activities of various clients within time constraint. • Trained the junior staff and reviewed their work for reporting purpose.

COMPUTER SKILLS

- Usage of Tally 9.0 ERP, SAP and other ERP and customized accounting packages.
- Usage of WINMAN and COMPUTAX Software for Income Tax and TDS Computation.
- Conversant with MS OFFICE.
- Well versed with the usage of internet for professional requirements.

TRAININGS UNDERGONE

- Completed the Information Technology Training Course at Alleppy Branch of SIRC
- Completed the Orientation Programme organized by Alleppy Branch of SIRC

OTHER PERSONAL DETAILS

DATE OF BIRTH : 19-04-1995

FATHER'S NAME : GOPALAKRISHNAN NAIR S

RELIGION : HINDU

MARITAL STATUS : SINGLE

PERMANENT ADDRESS : SREE VIHAR
PACHA
PALUVALLY PO
TRIVANDRUM, 695562

LANGUAGE KNOWN :

	READ	WRITE	SPEAK
ENGLISH	✓	✓	✓
MALAYALAM	✓	✓	✓
HINDI	✓	✓	✓

DECLARATION

I solemnly affirm that above furnished particulars are true to the best of my knowledge and belief.

Yours Faithfully,

Sreelekshmi GS