

## **SREELAKSHMI P.S**

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🏠 Puthuvayil (H), Neelamperoor P.O ,Alappuzha Kerala-686534



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### **Executive Summary**

Finance, Audits, Tax , Accounting and Systems Audit Professional with exposure in the areas of trading, manufacturing, NBFC, health care, construction, textiles, jewelers and service.

### **Work Experience**

Anil Suresh & Associates  
(Formerly known as Shamsudeen & Co)  
(3<sup>rd</sup> January 2018 to 31<sup>st</sup> January 2020 and  
till 31<sup>st</sup> March 2020)

Shamsudeen & Co (Chartered Accountants , Kottayam)  
Article Assistant (04<sup>th</sup> January 2017 to 02<sup>nd</sup> January 2018 )

Shamsudeen & Co (Chartered Accountants,Kottayam)  
As Accounts Trainee (04<sup>th</sup> May 2016 to 31<sup>st</sup> December 2017)

### **AUDITS**

- Statutory audits of private limited companies and bank
- Internal and concurrent audits of NBFC
- Conducted Tax audit of various entities.
- Conducted VAT and GST Audits.

### **CONSULTANCY**

- Business consultancy Services
- Management consultancy services(preparation of project report and Loan applications to bank, Registration of partnership firm)
- Preparation of various CA certifications (Net worth, valuation and utilization certificate)

### **TAXATION**

- Computation ,Preparation of tax returns and its filing.
- Appeal preparation for Income tax and assistance in Income Tax Assessments.
- Preparation and filing of TDS ,Service tax ,GST return.
- Assisted in various taxes(Income tax, Indirect taxes) related advisory services.
- Making replies to notices issued under Income Tax Department.

### **ACCOUNT FINALISATION**

- Preparation of accounts for various entities.
- Preparation of statement of affairs and cash flow analysis.

## Professional and Academic Qualifications

Course	School/College/Institute	Year & Month	Percentage
<b>CA INTER</b>	Institute of Chartered Accountants of India	Pursuing	
<b>B .com (Taxation &amp; Finance)</b>	BCM College, Kottayam,(Kerala)	March 2016	84%(CGPA 9.04)
<b>Higher Secondary Examination</b>	St.Anne's G.H.S.S,Kottayam (Kerala)	March 2013	91%
<b>SSLC</b>	St. Anne's G.H.S.S Kottayam (Kerala)	March 2011	90%

## Achievements

- Secured Overall A+ B.com
- Secured A+ in examination conducted by National Centre for Labour and Learning approved by Govt.of India and obtain Certificate of Diploma in Sales Tax Practice.
- Participated in Commerce Fest Conducted at Devamatha College,Kuravilangad.
- Secured First Prize in Poem Writing at District Level

## Projects Undertaken

- PPT on the topic "Paperless Office" during Orientation Programme conducted by ICAI at Kottayam Dec2016.
- Completed 100 Hrs of Information Technology Training(ITT)

## Personal Details

Date of Birth :28-12-1995

Nationality :Indian

Marital Status :Single

Gender : Female

Father's Name :Sreekumar.P

Passport Number :U5211475

Languages Known : English, Malayalam,Hindi

Strength : Sincere, Positive attitude, Hardwork, Like to work in a team

Computer/IT skills : MS Office, Conversant with Tally accounting package and Winman taxation software

## References

References are available upon request

Place : Kottayam

Date : 30-06-2020