

# Anjana Mary Vincent

## Accounting and Auditing Professional

**Phone:** +91 9567850941

**Email:** anjana365vincent@gmail.com

### PROFILE

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A competent **CA pursuing** professional; zeal to make a career in Finance and Accounting Skills in supervising the **accounting, liaising with internal and external auditors** and dealing with any financial irregularities as they arise, advising on tax issues & managing the junior colleagues. Acquired practical knowledge of Auditing, Taxation and Finalization of Accounts through Articleship done at **JAKS and Associates Chartered Accountants**. A **team player** with strong communication skill and an analytical mind with capabilities to think clearly and logically and presently working at **Vismaya Infotech Solutions Private Limited**. **Target-oriented** individual with superior written and verbal communication skills

### EDUCATION

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#### Bachelor, Commerce

University of Kerala  
Kerala University Board  
Trivandrum, Kerala

Graduated, March 2014

Marks 74%

#### Higher Secondary

Our Lady of Mercy Higher Secondary School  
Stream: Science

March 2012

Marks 74%

#### High School

Viswa Prakash Central School  
CBSE Board  
Trivandrum

March 2009

Marks 81%

### PROFESSIONAL QUALIFICATIONS AND AFFILIATIONS

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- Completed Information Technology Training of Institute of Chartered Accountants of India
- Completed Articleship Training under the Supervision of CA Jose Zacharia, JAKS And Associates as per ICAI guidelines.

### CAREER HIGHLIGHTS

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- Prepared final accounts and maintained books of accounts both manual and computerized
- Ensured compliance with accounting standards
- Created and reviewed cash flow, fund flow statements and budgets
- Conducted statutory and concurrent audit of banks; created audit reports
- Formulated audit programmes; recorded and evaluated internal control system
- Computed total income; prepared and filed returns; executed tax planning
- Implemented valuation of stock and securities for Income Tax purpose
- Effectively used customized standard accounting packages and Enterprise Resource Planning
- Projected working capital requirement; drafted partnership deed

## SKILLS

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- Expert research and analytical skills
- Ability to interact effectively
- Excellent verbal as well as written communication skills
- Expert time management skills
- Punctual
- Professional attitude while interacting with co-workers and clients
- Flexible and enthusiastic nature
- Ability to handle confidential and sensitive information
- Knowledge about financial laws decided by the government

## WORK EXPERIENCE

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Work Place	Period	Designation
<b>Renjith Karthikeyan And Associates Chartered Accountants</b>	<b>April14 –Sep14</b>	<b>Accounts and Audit Trainee</b>
<b>JAKS and Associates Chartered Accountants, Trivandrum</b>	<b>Oct 14-Dec17</b>	<b>Articled Assistant</b>
<b>Thomas And Associates Chartered Accountants</b>	<b>Jan 17 –Nov 18</b>	<b>Audit Assistant</b>
<b>Vismaya Infotech Solutions Pvt Ltd</b>	<b>Dec 18 – June2020</b>	<b>Finance Manager</b>

### Roles handled:

- Prepared final accounts and maintained books of accounts both manual and computerized
- Ensured compliance with accounting standards
- Created and reviewed cash flow, fund flow statements and budgets
- Conducted statutory and concurrent audit of banks; created audit reports
- Formulated audit programmes; recorded and evaluated internal control system
- Computed total income; prepared and filed returns; executed tax planning
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## COMPUTER PROFICIENCY

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- MS Office
- Winman/Spectrum
- Tally

- Goldest++
- Quickbook

## LANGUAGES

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- Malayalam
- English

## PERSONAL DETAILS

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Father's Name: Mr. J A Vincent  
Birthday: March 6,1994  
Gender: Female

Marital Status: Single  
Nationality: Indian

Address: Anuja Cottage  
Shanthipuram  
Puthukurichy P.O  
Trivandrum  
Kerala - 695303

## Declaration

I, Anjana, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Anjana MV