



## **NIMYA MOHANDAS**

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### **Professional Experience**

#### **V. Sunodkumar & Associates (Chartered Accountant)**

Email: [vsunodkumar@gmail.com](mailto:vsunodkumar@gmail.com), Contact: +91 9387814378

Senior Audit cum Finance Executive, September 2015- Present

- Complete audits on time and submit reports to the Auditor along with the audit findings for approval.
- Allocate responsibilities to juniors and other staff and Review their work for accuracy and compliance.
- Designs, organizes, and executes consolidated as well as standalone financial statement audits for diversified base of clients across multiple business sectors.
- Strong interpersonal and leadership skills to promote effective and efficient audits.
- Perform effective risk and control assessments.
- Coordinate periodical audits.

Articled & Audit Assistant, August 2012- August 2015

- Reviewed internal operating procedures and workflow, assessed internal controls and produced reports on company financial status.
- Performed analytical reviews of financial documentation, produced statements for management on accounting status and discrepancies.
- Design questionnaires to gather needed data for audit procedures.
- Retrieve information for auditors and assistants to facilitate timely completion of projects.
- Budget preparation and comparing them with actual cost and revenues related to production, marketing and capital.
- Preparation and maintenance and filing of projected P&L Account, Balance Sheet as required by bank authorities and other financial institutions.
- Preparation of Financial Statements, Cash flow statement, Financial Reports for internal usage.
- Filing GST Return, VAT return, E-TDS payment & E-TDS quarterly return, Income Tax Return filing.

### **Responsibilities Handled**

- Audit Coordinator
- Preparation of MIS

- Finalizing Internal Audit Reports
- Preparation of Statutory Compliance Report
- Preparation of data for working capital loan proposals & term loan proposal.
- Finalization and annual closure of books
- Handled tax audit
- Online filing of Income Tax returns and GST returns of Companies, Partnership and Individuals.
- Preparation of commercial viability of the projects – Profitability workings for new projects
- Coordinating with the statutory auditors & internal auditors
- Preparation of Company Accounts
- Checking of debtors and creditors outstanding statements
- Finalization of Accounts
- Preparation of Bank reconciliation statement
- Handled ERP software

### Academic Qualifications

**2019: Integrated Professional Competency Course (INTERMEDIATE)**  
Institute of Chartered Accountants of India

**2015: Graduation, Bachelor of Commerce (Taxation)**  
Indira Gandhi National Open University

### Computer proficiency:

- Proficient in MS-Excel, MS-Word , MS PowerPoint, Tally ERP9, Winman CA ERP and other Internet applications.
- Undergone 100 Hrs. Compulsory Computer training conducted by Institute of Chartered Accounts of India
- Undergone Advanced Integrated course on Information Technology and Soft skills conducted by Institute of Chartered Accounts of India
- Working knowledge of using Indian Income Tax Interference, GST, VAT and other relevant Tax websites in the country

### Personal Profile

<b>Date of Birth</b>	25-May-1992
<b>Marital Status</b>	Single
<b>Nationality</b>	Indian
<b>Father's Name</b>	Mohandas. S
<b>Mother's Name</b>	Girija. R
<b>Language Known</b>	English, Malayalam, Hindi, and Tamil.