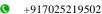
SREELAKSHMI P.S





sreelakshmip156@gmail.com



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

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 rdJanuary 2018 to 31stJanuary 2020 and till 31st March 2020)

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

Shamsudeen & Co (Chartered Accountants, Kottayam) As Accounts Trainee (04th May 2016 to 31st 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 GSTAudits.

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
CA INTER	Institute of Chartered Accountants of India	Pursuing	
B .com (Taxation & Finance)	BCM College, Kottayam,(Kerala)	March 2016	84%(CGPA 9.04)
Higher Secondary Examination	St.Anne's G.H.S.S,Kottayam (Kerala)	March 2013	91%
SSLC	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 ateam

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