

RESUME

PRIJI PRASAD

Email id : prijiprasad47@gmail.com

Mobile Number : + 91 80783 82797

Passport Number : M8882125

Passport Expiry Date : 10.05.2025



SUMMARY

An aspiring Chartered Accountant (India) and Graduate in BCom-Taxation having 3.6 years of work experience in Auditing, Accounting, Statutory Returns, Special Assignments and Taxation services looking for job opportunities in the areas of Finance, Assurance, Management and Taxation matters in order to enhance the knowledge and deal with different situations thereby achieving professional as well as personal growth and expertise.

CORE COMPETENCIES

- Accounting and taxation of business transactions.
- Knowledge of Accounting Standards (AS), Indian Accounting Standards (Ind AS), International Financial Reporting Standards (IFRS) and Guidance Notes on Accounting issued by Institute of Chartered Accountants of India (ICAI).
- Proficient in Standards on Auditing (SA), Standards on Assurance Engagements (SAE), Standards on Related Services (SRS) and Guidance Notes on Auditing issued by ICAI.
- Experienced in handling Statutory Audits, Internal Audits, Interim Audits, Stock Audits, Tax Audit, Trust Audits and Special purpose engagements of different types of entities engaged in different industries.
- Knowledge in Strategic Financial Management.
- Proficient in Corporate & Economic Laws, Direct Tax & Indirect Tax Provisions of India.

KEY SKILLS

- Excellent Presentation, Communication & Leadership skills
- Excellent in Team Management & Quick Learner
- Problem Solving Abilities & Timely submission of work
- Ability to adapt quickly with the changes of work cultures

WORK EXPERIENCE

➤ AL BATRA GLASS INDUSTRIES LLC, UAE (16.03.2019 TO 01.06.2019)

❖ DESIGNATION : SENIOR ACCOUNTANT

❖ BRIEF DESCRIPTION OF COMPANY : Al Batra Glass Industries LLC is a leading sub contracting company in building construction industry dealing with both local and international clients. It's major activities include Stained glass forming, building metal products manufacturing, metal doors & windows manufacturing, glass & aluminium installation & maintenance.

❖ KEY RESPONSIBILITIES HANDLED :

- MIS reporting comprising of Fund Flow Forecasting, Management of Receivables & Payables, Cost analysis & Cost control
- Handling and managing bank facilities related matters and co-ordination with bank project team.
- Monitoring, Analysis and reporting of stock status.
- Assisting statutory auditors and VAT Consultants.
- Petty cash management.
- Preparation of Tax Invoices and maintaining healthy relationship with vendors.
- Conducting regular meetings with supervisors at site, purchase department and design department personnels to verify the status of work completed for issuing pro forma invoices, taking action against extra expenses, and for budgeting next month's requirements.
- Implemented a daily, weekly & monthly work submission system in Accounts Department thereby making each person clearly responsible for the work assigned to them & ensuring each document that have an impact on money passes through accounts department.
- Setting daily, weekly and monthly targets to junior accountants and reviewing the work performed by them which includes passing of entries, bank reconciliation statements, petty cash register, documentation and providing guidance to them.

➤ BALAN & CO, CHARTERED ACCOUNTANTS FIRM, KOCHI, INDIA (16.06.2015 TO 10.09.2018)

❖ DESIGNATION : ARTICLED ASSISTANT

❖ BRIEF DESCRIPTION OF COMPANY : Balan & Co is one of leading Chartered Accountants' Firm in Kerala, India providing Accounting, Auditing, Taxation, Financial & Management Advisory services to the clients across India from past 70 years and having branches across India.

❖ KEY RESPONSIBILITIES HANDLED :

- Prepared Financial Statements, Consolidated Financial Statements and Projected Financial Statements of clients in India.
- Assisted accounting staff of clients to prepare Monthly Sales Tax Returns, Annual VAT Return, TDS Returns, ER 1 and ST 3 Returns, Bank Reconciliation Statements, Performance Reports, Cash Flow Statements, Fund Flow Statements and Cost Sheet
- Engaged in the Data entry works of entities.
- Prepared Budgeted Statements and assisted the management to understand the reasons for variation between actual and budgeted figures through Variance Analysis.

- Performed Accounting Services, Internal Audits, Statutory Audits, Interim Audits, Reviews, Taxation Services, Due Diligence Review, Agreed upon procedures, Bank Audits, Audits of NGO, Stock Audits, Accounting Consultations, Compilations, Documentation, Certification works, Special assignments including fraud investigation, Cost fixation and fixed asset component accounting assignments.
- Participated in planning and communicating Audit/Tax strategy, Setting of Targets, Deciding the appropriate Skills, Alloting work among students, Timing of engagements and effective management of resources to maximize performance efficiently for organisations.
- Provided clients with insights on the business landscape and provided them with meaningful solutions to improve their business.
- Participated finalization of accounts, resolving complex accounting issues and final audit presentations for clients.
- Prepared Auditors Report, Income Tax Returns, Directors Report, MGT 7, MGT 9 of clients.
- Dealt with Certification works of private limited companies for claiming Refund of Special Additional Duty (SAD).
- Headed the group examining the efficiency of internal control employed by management and resolved the issues identified during the examination and gave suggestions for further improvement.

OVERVIEW OF PROFESSIONAL & ACADEMIC PERFORMANCES

Course/ Exam	Board/ University	Year of Completion	Percentage of Marks scored
CA Inter (IPC)	Institute of Chartered Accountants of India (ICAI)	May 2017	53%
Accounting Technician Examination (ATC)	Institute of Chartered Accountants of India (ICAI)	November 2014	54%
B Com Taxation	University of Kerala	2016	65%
+2	Kerala Board	2013	100%
10	Kerala Board	2011	100%

TRAININGS & WORKSHOPS ATTENDED AND PROVIDED

- Attended National Conferences & Regional Conferences conducted by Board of Studies (BOS) of ICAI.
- Successfully completed 30 days Advanced Integrated Course on Information Technology and Soft Skills (AICITSS- Adv ITT& MCS) from Southern India Regional Council (SIRC) of Aleppey Branch and Quilon Branch of ICAI respectively during last year of Articleship Training.
- Participated in 35 hrs Orientation Programme and 100 hrs. Information Technology Training conducted by Quilon Branch of Southern India Regional (SIRC) Council of ICAI before joining Articleship Training.
- Presented papers on the topic ' Indian Accounting Standards', ' Systems of Accounting' and ' TDS & TCS provisions' in Balan & Co. during Articleship Training period.

COMPUTER AND TECHNICAL EXPERTISE

- Experienced in Accounting Software Tally ERP 9
- Well versed with M S Office Applications
- Have dealt with different customized softwares
- Secured A Grade in Advanced Information Technology Exam conducted by ICAI

PERSONAL DETAILS

- Date of birth : 20/09/1995
- Sex : Female
- Blood Group : B+ ve
- Nationality : India
- Name of Father : Prasad T J
- Name of Mother : Jolly P
- Religion & Caste : Christian, Malankara Catholic
- Languages Known : Malayalam, English & Hindi
- Marital Status : Single
- Permanent Address : Priji Prasad, Kanakakkunnel Thekkethil, Athirumkal P O, Koodal Pathanamthitta, Kerala, India, PIN 689 693
- Hobbies : Reading Books, Writing poems and short stories, Listening Music, Drawing

REFERENCE

Name	Designation	Mob No.
Mr. A Mohanan FCA	Managing Partner, Balan & Co	+91 944703 4446
Mr. Arun Surendran Pottakkatt	Managing Director, Al Batra Glass Industries LLC	+971 556 03 1341

DECLARATION

I do hereby declare that above mentioned statements are true and correct to the best of my knowledge and belief and agree for permanent refusal of my job application in case of any false or misleading statement with my CV. I agree to provide original documents to prove above information as and when required by the company. Thank you for your perusal and consideration of my application!

Pathanamthitta

PRIJI PRASAD

