

# BISHARA THASLIMA B

Kadeeja Manzil, Thekathil Kada Junction, Kaniyapuram, Trivandrum.

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bisharathaslima@gmail.com



## Summary

A CA IPCC qualified with B.Com graduate degree from Kerala University who is eager to pursue a highly challenging career in Finance and Accounts. Experienced in areas of Finance, Auditing, Accounting, Taxation and Management Consultancy Services. Have handled and lead teams in performing different types of tasks for the betterment of the institution and audits of wide spectrum of private, public, government organizations and trusts. Have excellent skills in MS office. Good knowledge about Accounting Standards and Auditing Standards of India. Open minded and always eager to learn new and innovative skills.

## Work experience

### Rangamani and Co, Chartered Accountants-Trivandrum

Article assistant (07/2015 to 07/2018)

Key deliveries during the tenure:

1. General Ledger.
2. Preparation of Final Accounts (small and medium enterprises)
3. Analysis of Financial Statements.
4. Audits.
  - (a) Stock Audit
  - (b) Internal Audit.
  - (c) Bank Audit.
5. Assisting in preparation of bank reconciliation statement for sales tax audit.
6. Preparation of sales statements for clients.
7. Sales and Purchase ledger reconciliation for Tax Assessments.
8. Reconciliation of payments with bills for clients' accounts.
9. Preparation of financial statements of clients for bank loans and OD.
10. Preparing invoices for the services provided to clients.
11. Handling the incoming cash from costumers for various statutory E-Payments.
12. Monthly meeting with clients for various purposes.
13. Maintaining the petty cash book of the office.
14. Preparation of GST Returns.
15. Other tasks as may be assigned from time to time.

## Educational Summary

Exam	Board	Year	Institution
CA IPCC - GROUP 2	I.C.A.I	May-2017	I.C.A.I
CA IPCC - GROUP 1	I.C.A.I	Nov-2014	I.C.A.I
B.Com	Kerala University	May-2017	Kerala University
12 <sup>th</sup>	C.B.S.E	Mar-2013	Jyothis Central School
10 <sup>th</sup>	C.B.S.E	Mar-2011	Alan Feldman Public School

## Personal details

Fathers name	M.SADIQ
Nationality	Indian
Date of birth	07-04-1994
Marital Status	Single.
Languages Known	English, Malayalam, Tamil
Hobbies	Music, Travelling & Movies

## References

CA SIVADASS, partner of RANGAMANI & CO, Trivandrum Branch,  
Mail id:rangamanitvm@gmail.com,phone:9447177072

**Date: 08-12-2020**

**Place: Trivandrum**