

CV –AUDIT & ACCOUNTS EXECUTIVE

PRINCY PHILIP

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Current Location : Cochin, Kerala, India



CAREER OBJECTIVE

Aiming to achieve a challenging & successful career where I can make a significant contribution using my innovative ideas, knowledge, skills and experience with the objective of development & growth of the organization.

EDUCATIONAL QUALIFICATION

Bachelor in Commerce from Kerala University; 2013-2016.

Undergoing CA intermediate

EXPERIENCE

Articled Assistant at VBV & Associates Chartered Accountants, Kochi, Kerala, India;
(January 2017 to January 2020)

PRIMARY DUTIES & RESPONSIBILITIES HELD IN ARTICLESHIP :

- Preparation of Financial Statements of Companies, Partnership firms and sole proprietorship organizations.
- E-filing of ROC Forms relating to MCA.
- Statutory Registrations and Filing of Statutory Returns (Income Tax Returns, GST Returns and TDS Return)
- Accounting transactions in computerized environment of latest accounting package of Tally ERP 9

- Internal and External Audit of various Companies and Partnership firms.
- Tax Audits of Companies and partnership firms as per Income Tax Act, 1961.
- Ensure that the working knowledge of tax laws and regulations maintained are in conformity with the new filing practices and deadlines.
- Collecting, interpreting and reviewing financial information
- Preparation of feasibility report / financial projection report
- Maintaining Reports as required for periodic and year-end financials statements and ensure that all the booking entries of accounts payable are made on time.
- Management of Invoices, Expense Claim forms and other payables along with their timely and accurate processing are ensured.
- Preparation of funds flow, cash flow statements, bank reconciliation, age wise analysis of receivables, payables, variance analysis, production cost budget, material budget
- Reporting to management and stakeholders, and providing advice how the company and future business decisions might be impacted
- Producing financial reports related to budgets, account payables, account receivables, expenses etc.
- Developing long-term business plans based on these reports.
- Reviewing, monitoring and managing budgets.
- Manage and oversee the daily operations of the accounting department including :
Month and end-year process, Accounts payables/receivable, Cash receipts, Payroll and utilities, Cash forecasting, Revenue and Expenditure Variance analysis, Capital Asset reconciliations, Fixed Asset activity, Debt Activity, Monitor and analyze accounting data and produce financial reports or statements

COMPUTER KNOWLEDGE & CERTIFICATIONS:

- Diploma in Fundamental Accounting (Tally ERP-9, Peach Tree & MS office)
- Different Customized Accounting Softwares (eg: Hotsoft, Dukesoft)
- Winman Software

PROJECTS UNDERTAKEN:

“A Study on Quality of Worklife in ALIND, Mannar, Alappuzha, Kerala, India” for B.Com in 2016.

PERSONAL TRAITS:

- Good Communication skill
- Hard working, efficient and proficient
- Quick learner and adapts to change

- Reliable and responsible to work assigned
- Efficient interpersonal skills

PERSONAL PROFILE:

- Date of Birth : 24/11/1995
- Nationality : Indian
- Marital Status : Single
- Languages Known : English, Malayalam & Hindi

DECLARATION

I, do hereby declare that the above mentioned information's are true to the best of my knowledge and belief.

Princy Philip

Date :

Place :