

**Renju .U**

**Mobile : 7736605449**

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**CAREER SUMMARY**

* **Currently working in Rajeev & Jose CA Firm, as Assistant Accountant since May 2016.**
* **Possess strong communication, interpersonal and relationship management skills.**
* **Exceptional experience in managing multifunctional projects with a particular focus on fundraising partnerships**
* **Good working knowledge of MS Word, Excel and ability to use databases for recording and reporting**

**TECHNICAL SKILLS**

* **Ms. – Office (Word, Excel andPowerPoint)**
* **Operating System: Windows.**
* **Tally**

**PERSONAL QUALITIES**

* **Good team player.**
* **Good planning and prioritizing skills to manage a varied and pressurized workload.**
* **Diplomatic and persuasive, able to build objective lines of argument/ rationales for action and present viewpoints assertively**

**KEY RESPONSIBLITIES HANDLED**

* **Plan and execute month/quarter/annual closure schedule.**
* **Return Submission – GSTR1, GSTR2, GSTR3B Upload and Submit all return using secure data network.**
* **Approve Non-Standard& off Line Journal Entries & manualjournals crossing materiality threshold.**
* **Ensure reclassification and accounting of wrong or unaccounted entries prior to GL close.**
* **Review financial results and do YOY and quarterly comparison of company performance both in terms of top line and bottom line.**
* **Monitor all the purchases and expense accruals booked aged more than 60 days and ensure timely reversal of over accruals.**
* **Monitor and review the Balance Sheet reconciliations prepared by Accenture team, review open, unusual and aged items for closer.**
* **Review the Balance Sheet accounts and Profit & loss accounts at macro level & ensure integrity of all reported financial statements.**
* **Facilitate to get third party confirmations like Receivable/Payable, bank, intercompany and Solicitors**
* **Ensure timely submission of invoices and collection of open receivable.**
* **Ensure timely application of cash and TDSinAR system.**
* **Analysis of Open receivable and AR provision on monthly basis.**
* **Preparation of Cash and receivable forecast on monthly basis.**

**EXPERIENCE**

**Company : Rajeev & Jose Chartered Accountant Firm**

**Designation : Audit Trainee**

**ACADEMIA**

* **2015 : B.Com(Taxation) From Kerala University**
* **2017 : Master MBA (Finance) from Annamalai University**
* **2019 : Mcom from Indira Gandhi Open University**

**EXTRA CURRICULAR ACTIVITIES**

**Reading**

**PERSONAL DETAILS**

**Date of Birth: 5 – April – 1994**

**Fathers Name:Ravi. K**

**Occupation *:* Ex-service man**

**Mothers Name: Usha.M**

***Occupation:*House wife**

**Languages Known: English & Malayalam**

**Address : Pottayilveedu, Edavacodu, Sreekariyam . P.O**

**Tvm, Kerala - 695017**

**Declaration**

**The above said information is true and correct. References are available upon request.**

**Place: Sreekariyam**

**Date:** 02/03/2020 **(Renju.U)**