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**SOORAJ S R**

DOB : 24/05/1994

NATIONALITY : INDIAN

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CHITHIRALAYAM MANJINADU

PULIYARAKONAM.P.O

THIRUVANANTHAPURAM KERALA, INDIA 695573

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**Profile**

Tax Accountant equipped with a graduate degree in finance, advanced certifications, and over 3 years of public accounting experience.  Expert

in tax accounting including GST filing, TDS filing with relevant software. Detail-oriented, dynamic professional in search of advancement opportunities within reputable, growth-oriented organizations

**Education**

**B.COM with Taxation Law & Practice**  2013 – 2015

KERALA UNIVERSITY,

THIRUVANANTHAPURAM, India

**DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING** 2015 – 2016

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY, KERALA, INDIA

**INTERMEDIATE** 2016 – Present

INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA, THIRUVANATHAPURAM, KERALA, INDIA

**WORK EXPERIENCE**

**ARTICLED ASSISTANT/ACCOUNTS EXECUTIVE** 2016 – 2019

**J.S.HARI & ASSOCIATES, THIRUVANATHAPURAM, INDIA**

* Filed tax returns and prepared governmental reports in compliance with strict standards.
* Maintained integrity of general ledger, including the chart of accounts.
* Generated financial statements and facilitated account closing procedures each month.
* Computed taxes owed by applying prescribed rates, laws and regulations.
* Prepare, examine, and analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

**FINANCE/ ACCOUNTS MANAGER** 2019 – Present

**MMK AGENCIES & FORTVIEW READYMADES, TVMP, INDIA**

* Managing day to day affairs in accounting as well as financing.
* Preparation of monthly & quarterly GST data & filing the same.
* Bank reconciliation & creditors/debtors balance reconciling.
* Preparing & Reviewing MIS Reports.

**SKILLS**

* **MICROSOFT WORD , MICROSOFT EXCEL**
* **BANK RECONCILIATION & DAILY VOUCHER PROCESSING**
* **MONTHLY & ANNUAL GST PROCESSING & FILING**
* **INCOME TAX RETURN PROCESSING & FILING THROUGH RELEVANT SOFTWARE.**
* **INTER PERSONAL SKILL & PROFICIENCY IN ENGLISH , MALAYALAM,HINDI.**
* **GENERATING PROJECTION FOR THE FINANCIAL YEARS.**
* **GENERATING CASH FLOW STATEMENTS.**
* **WELL VERSED IN TALLY ERP 9, MARG ERP 9.**
* **TDS FILING & GENERATING STATUTORY FORMS WITH REGARD.**
* **BOOK KEEPING & AUDITING.**

**ACHIEVEMENTS / EXPERIENCE**

* Commenced Company Audit of KINFRA Film & Video Park Trivandrum
* Conducted Tax Audit of GLASSPOINT Trivandrum (Major dealer of Century Ply woods)
* Conducted Tax Audit of BREAKTHROUGH Trivandrum (Brand & Business consulting co.)
* Conducted Tax Audit of NEUF SOLUTIONS Trivandrum (Audio System designing & services)