**BURNY SUSAN JOSEPH **

**Plamthottathil House,**

**Kallely P O, Konni,**

**Pathanamthitta - 689691,**

**Kerala**

**Mobile: +91-8086447822**

**Email:** [**burnysusan93@gmail.com**](mailto:burnysusan93@gmail.com)

**CAREER OBJECTIVE**

To work for the organization to the best of my knowledge and ability from where the organization could benefit from my services and provide me with knowledge that are professionally important to me.

**PROFILE SUMMARY**

I am a highly motivated CA IPCC holder with excellent knowledge of financial reporting, accounting, taxation and finance aspects of an organization. I have engaged in all aspects of business in financial management and relevant statutory compliances.

I have acquired knowledge and skills required in researching issues and finding solution and best alternatives to tax issues.

I have strong work ethics, continuous striving for improvement coupled with commitment to offer quality work. I also have an easy going nature and will be able to coordinate with all departments.

**Knowledge purview includes:**

Finance & Accounts

Taxation   
Audits

Budgeting & Costing   
Inventory Management  
Statutory Compliance

**ACADEMIC & PROFESSIONAL QUALIFICATIONS**

**Professional Qualification - Chartered Accountancy:-**

* IPCC GROUP 1 - November 2015
* IPCC GROUP 2 - May 2017
* CA ITT - Oct 2013

**Academic Qualification**

* B.COM - Kerala University in April 2013 from Fatima Mata National College, Kollam
* SSCE (12th) - Kerala Board in March 2010 from Govt. Higher Secondary School, Konny, Pathanamthitta
* SSC(10th) - Kerala Board in March 2008 from Republican Vocational Higher Secondary School, Konny, Pathanamthitta

**ARTICLESHIP AND WORK EXPERIENCE**

**ARTICLESHIP TRAINING DETAILS:-**

**Worked with**: KrishnaMoorthy & Co., Chartered Accountants, Kollam

**Period**: 30/01/2014 to 28/04/2017

**Nature of work done during Articleship:** Accounting, Auditing( statutory audit, internal audit, concurrent audit, stock audit, tax audit, revenue audit of banks, review audit of banks), Drafting of certificates and reports, Tax work, Tax computation work, TDS work, Service tax matters & correspondences, Income tax correspondences, Audit of government offices.

**Responsibilites included:**

* Preparing audit programs in consultation with client.
* Analysis of draft financial statements including notes to accounts.
* Physical stock taking and valuation as on the year end in accordance with Accounting Standard issued by ICAI.
* Preparation of TDS, Service Tax and Income Tax Returns and related compliances
* Tax computation work
* Preperation and finalization of statements and returns
* Bank reconciliation statement
* VAT return
* TDS return
* Concurrent audit – IOB, Syndicate Bank, Corporation Bank
* Review audit – Syndicate Bank
* Statutory audit – TMB, SBI, Federal Bank
* Verification of purchase vouchers, sales vouchers & expense vouchers
* Analysis & preparation of report on Budget 2016
* Report on GST
* Advance tax e - payments
* Service Tax e – payments
* Self assessment tax e - payments
* Preparing and analyzing accounting records and financial statements reports
* Provide internal and external auditing services

**SUMMARY OF SKILLS**

* Positive attitude towards work
* Strong analytical and logical skills.
* Quick learner
* Excellent knowledge of business laws
* Remarkable patience and skillful in handling the cases
* Excellent communication skills in written and verbal
* Positive mindset
* High degree of self motivation
* Team work Spirit

**IT SKILLS**

* Operating system - MS Windows
* Office suit - Working knowledge of MS-word, MS-excel & Power Point
* Accounting Package- Tally 7.2, Tally ERP 9
* Familiar with Internet Operations.
* Accustomed to working in a Computerized LAN enabled Environment
* Audited organizations with Finacle and Flexcube based accounting systems.

**HOBBIES**

* Coin collection
* Reading books
* Stamp collection
* Traveling, making friends and interacting with people from different backgrounds

**PERSONAL INFORMATION**

Date of Birth : 12th Oct 1992

Fathers Name : Joseph P T

Languages Known : English, Malayalam

Place : Pathanamthitta, Kerala

**DECLARATION**

I hereby declare that the facts given in resume are correct to the best of my knowledge and belief.



**BURNY SUSAN JOSEPH**

Pathanamthitta

14-08-2019