# SHEENU SHAJU

# Phone: +91-9947389343,+91-9995918774

E-Mail: [sheenushaju93@gmail.com](mailto:sheenushaju93@gmail.com)

Perment Address :Chirayazhikath,Mylakkad P.O,Kollam-691571,Kerala,India

Current Address: Kavuvila Veedu, Mudiyacode, Cherunniyoor, Varkala

**SUMMARY**

Working as Assistant manager in Internal Audit , Qualified IPCC First group (Chartered Accountant) from Institute of Chartered Accountants of India with three years of significant articleship experience and 6 month of Employment experience in audits, accounts, taxation services and management consultancy services; seeking for a career in Accounting & Finance .

**KNOWLEDGE PURVIEW**

* Financial Reporting
* Taxation
* Statutory Audit (including tax audit)
* Internal Audit/Concurrent Audit
* Statutory Compliance

**PROFILE SUMMARY**

* Currently working as Assistant Manager in Internal Audit of Rajakumari Group of Companies (From November 2018 onwards)
* Successfully completed three years of Articleship from M/S. K.Varghese & Co, Chartered Accountants, Kollam .(January 2015 to Jan 2018)
* 6 Months of Employment Experience in K.Varghese & Co, Chartered Accountants (Jan 2018 to September 2018).
* Specialized in Financial Reporting, Taxation,Audits and Finance
* Responsible for managing clients from across various fields like Manufacturing, Information Technology, Service Sector and Trusts.
* Team facilitator with excellent communication and presentation skills.
* Strong analytical & organizational abilities with adeptness in formulating accounting systems and preparing accounting records/financial statements

**KEY SKILLS**

* Efficient in handling Tally.ERP 9
* Audit Experience in SAP ERP System.
* Adept in handling Microsoft Office Suite and Internet Applications
* Strong analytical and problem solving skills

**ACADEMIA**

**Educational Qualification:**

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| --- | --- | --- | --- |
| **Period** | **Course/Exam** | **University/Board/Institution** | **Percentage of Mark** |
| May, 2017 | CA IPCC Group I | Institute of Chartered Accountants of India | 50% |
| 2014 | B COM with Taxation | Fatima Mata National College,Kollam,Kerala | 83% |

|  |  |  |  |
| --- | --- | --- | --- |
| 2009-2011 | 12th Grade | Govt Higher Secondary School ,Chathannoor,Kollam,Kerala,India | 89% |
| 2009 | 10th Grade | St.Jude H.S.S,Mukhathala,Kollam,Kerala,India | Above 90%(7A plus ,3A) |

**TRAINING & WORKHOP ATTENDED**

**Certification Program**

* Undergone 100 Hours of Information Technology Training and Advanced Information Technology Training from Institute of Chartered Accountants of India
* General Management and Communication Skills Course I conducted by ICAI

**ARTICLESHIP EXPERIENCE**

2015 to 2018: **M/S. K.Varghese & Co**, Chartered Accountants, Kollam

* Analysis and preparation of draft financial statements including notes to accounts, consolidated statements, cash flows, fund flows and other reports relevant for the top management and shareholders
* Executed **Statutory Audit, Tax Audit and VAT Audit** of more than five public and private limited companies for FY 2015-16, 2016-17 and 2017-18
* Verification of Fixed assets and conversion of work in progress to fixed assets. Verification of all related vouchers and entries regarding purchase of fixed assets.
* Adept in tax laws of the country **to prepare the tax computations, different tax returns, tax schedules, assessment closure** and provided major tax advisory services
* Prepared **Financial Statements, Management Reports** along with other consultancy services for more than ten public and private limited companies, partnership firms, societies and proprietorship entities.
* Ensured proper **statutory compliance** by filing E-TDS return, PF return and other indirect tax return including GST, Service Tax and VAT of more than fifteen clients
* Responsible for **verifying internal control** as part of Internal Audits with proper reporting and provided suggestions for improvements
* Executed the **registration & Return Filing procedures** of business/professional clients in the areas of GST, Service Tax, and Kerala Commercial Tax (VAT).

**PERSONAL DETAILS**

* Date of Birth : 24th August 1993
* Nationality : Indian
* Languages Known : English, Malayalam,Hindi
* Marital Status : Married

**DECLARATION**

I do hereby **declare** that above particulars of information and facts stated are true and correct to the best of my knowledge and belief.

Yours Faithfully

SHEENU SHAJU  
17.10.2019