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| **M.ABINAYA PARVATHY**  Versatile, high-energy professional, offering over 3 years of dynamic career in accounts, finance, various audit, Administration and Training with a progressive business organization of high repute.  m.abinayaparvathy@gmail.com  91 9746792188 | | |
| **Personal Details**  **Date of Birth :** 23.09.1994 **Address :** Harmony Residency  C1 block,205  Tarapur  Road  Boisar west  Maharashtra  401501    **Languages :** English  Tamil  Malayalam | **Profile Summary** | |
| * An astute professional with over 3years of indigenous experience in various Banking, Strategic Operations, finance, Risk Management, auditing, Laws and Training skills with key focus on top line profitability & optimal utilization of resources in the diverse sectors. * Expertise in the fields of accounting & auditing works that includes Income tax ,TDS & GST Return filings, Preparation of Financial Statements. * Identified, acquired and managed different aspects of various sectors which includes the Banking life Cycle, Government undertakings & private companies. * Track record of consistently achieving targets by identifying high-yielding services. * Resourceful at maintaining relations with client to achieved quality and resolving their service-related critical issues by taking ownership for the commercial agreement. * Possess effective communication, interpersonal and negotiation skills with the ability to coordinate with clients for appropriate task/project as per requirement with prior deadline. | |
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| **Core Competencies** | | |  |  | | --- | --- | | ACCOUNTING AND AUDITING | PORTFOLIO MANAGEMENT | |  |  | | FILING OF RETURNS | PERFORMANCE MANAGEMENT | |  |  | | GENERAL ADMINSTRATION | ORGANIZATIONAL CULTURE | | ACCOUNTS/FINANCE/ BUDGETING | TRAINING AND DEVELOPEMNT | |
| **Academic Details**   * Completed CA Intermediate (2017) & Pursuing for CA Final * B. Com(A&F) from INDIRA GANDHI NATIONAL OPEN UNIVERSITY(2018) * XII-Commerce from St Thomas Central School Trivandrum Kerala ,2012(81.4%) * X from St Thomas Central School Trivandrum, Kerala, 2010 (84%)   **Organizational Experience**  **As an Articleship trainee and Staff Accountant with B Kiran & Associates chartered Accountants & SSBK Associates(2015-2016)**   * Concurrent and Statutory Audit of Various Banking Companies . * Statutory Audit of Various Government & Non Government Undertakings. * Concurrent Audit of Government Undertakings * Individual Returns ,VAT , Sales Tax Returns. * Preparation of Financial Statements & MIS reports.   **As an Articleship trainee and Accounts Officer in P.N.Krishnamani & Co Trivandrum(2017-2020)**   * Concurrent ,Statutory & Stock Audit of Various Banking Institutions. * Statutory Audit of Various institutions in Indian Armed force. * Concurrent Audit of Various institutions in Private Satellite Communications. * Internal Audit of Resident’s Association . * Statutory Audit of Temples. * Relationship Management with clients. * Analyzing competitors & Market trends. * Good time management skills & ability to prioritize. * Preparation of Financial statements & MIS reports within the time frames. * Clarified the queries by the customers and facilitating them to select purchase decisions. * Updated daily/weekly/monthly reports, succeeding day schedules and status of the tasks scheduled date wise by mail to the client. Team Leader while completing the assigned task.   **Achievements**.   * Organizing committee member of national conferences conducted by ICAI.   **IT Forte**   * Conversant with Windows and Microsoft office tools. * Knowledge in computers Financial Management Accounting software (Tally) * Certificate on Advanced Integrated Course on Information Technology and Soft Skills issued by **ICAI** * Excellent working skills in various banking Software platforms , Winman.   **Reference**   * Available on request | | |