

## **CURRICULUM-VITAE**

### **FATHIMA PARVIN.K**

E-mail : fatty5190@gmail.com  
Mobile : +91 8940967616  
Address : 185,Gandhipuram Cross Cut Road,6<sup>th</sup> Street,  
: Coimbatore  
: Tamilnadu – 641012.

---

#### **PROFILE SUMMARY**

- 3 years of experience in direct and indirect taxation, finalization & presentation of corporate financial statements.
- Excellent communication skills and experience of handling a team.
- Having a keen interest in learning and applying new knowledge.

#### **WORK EXPERIENCE**

Completed Articleship of 3 years with M/s TMP & Associates. (C.A. Firm)

While working with the above firm have gained experience in the following areas: -

- Accounting: -
  - Writing & Compiling Books of Accounts, Finalisation of Accounts and preparation of Financial statements of Individuals, HUF's, TRUST's, Partnership Firms & Private Limited Companies.
  - Assist & oversee all data entry, its analysis & payment approvals.
  - Be fully aware of & fully compliant with all relevant Internal processes & procedures.
  - Specifically assisting the client in Monthly reporting of Accounts & other ad-hoc client request.
  - Other Professional work as required by management.
- Direct Taxation: -
  - Preparation of Individual and Salary Returns.
  - Indian Corporate Taxation with regards to Income Tax.
  - Tax Deduction at Source (TDS) provisions, Returns and Compliance.
  - Handling of Income Tax Appeals which include preparation of the Appeals to be submitted to the Income Tax Authorities.

## **CURRICULUM-VITAE**

- **Indirect Taxation: -**
  - GST Registration process, Amendments and Returns likewise GSTR 3B, GSTR1 GSTR2.
  - Preparation & Filing of MVAT & CST returns.
  - Preparation & Filling of VAT AUDIT forms.
  - Service tax provisions and procedures including Service Tax return filing.
- **Audit and Assurance: -**
  - Statutory audit compliance as per the Companies Act.
  - Tax Audit as per the Income Tax Act.
  - Internal audit compliance and reporting.
  - Statutory audit and Concurrent audit of Banks

## **PROFESSIONAL AND ACEDEMIC RECORDS**

<i>QUALIFICATION</i>	<i>MONTH &amp; YEAR OF PASSING</i>	<i>MARKS OBTAINED</i>	<i>INSTITUTE/ UNIVERSITY/ BOARD</i>
CA - IPCC (Both Groups)	May 2016	55.00%	ICAI
CA – CPT	December 2010	50.00%	ICAI
B.Com (CA)	April 2009	75.00%	BHARATHIYAR UNIVERSITY
CERTIFICATE COURSE IN COMMUNICATIVE SKILLS	April 2009	51.00%	BHARATHIYAR UNIVERSITY
DIPLOMA IN SECRETARIAL PRACTICE	April 2008	52.00%	BHARATHIYAR UNIVERSITY
H.S.C.	February 2006	72.00%	TAMILNADU STATE BOARD
S.S.L.C	February 2004	87.00%	TAMILNADU STATE BOARD

## **I.T. SKILLS**

- Successfully completed the 100 hours ITT training organised by the Institute of chartered accountants of India.
- Proficient with Tally ERP 9.
- Proficient with Microsoft Office.
- Well versed with Windows 8.1 and Windows 10 Operating systems and all Internet related Applications.

## **CURRICULUM-VITAE**

### **EXTRA CURRICULUM**

- Successfully completed the 15 days General Management Communication Skills (GMCS) organised by the Institute of chartered accountants of India.
- Actively participated in organising the College Festival.

### **LANGUAGE SKILLS**

- English : Proficiency (Speaking, Reading, Writing).
- Tamil : Proficiency (Speaking, Reading, Writing).

### **PERSONAL DETAILS**

Date of Birth : 23<sup>rd</sup> June, 1989  
Gender : Female  
Mother Tongue : Tamil  
Marital Status : Married