



**Sangta Rose K J**  
A3, Bhasker Apartment  
Narayanashan Road,  
Ponuranni, Vytala,  
Kochi-682019  
9961413388, 9746366315  
Sangtarose111@gmail.com

### **Personal Data**

Date of Birth : 12/03/1994  
Sex : Female  
Nationality : Indian  
Marital Status : Married

### **Languages Known**

English, Malayalam

### **HOBBIES AND INTERESTS**

Music, Watching Movies

### **OBJECTIVE**

To acquire in depth knowledge in the field of business and accounting which help me work in a firm where my skills will be put to test, thus furthering myself to become well versed in various sectors of accounting and also to contribute to the field if possible.

### **EDUCATIONAL QUALIFICATION**

- B Com Marketing from Devaswom Board Collage Thalayolaparambu. (2012- 2015)
- XII (Commerce) from Govt. Boys HSS Thripunithura. (2010-2012)
- SSLC (State Board) from Govt. Girls HSS Ernakulam. (2010)

### **TECHNICAL QUALIFICATION**

- MS Word
- MS Excel
- MS PowerPoint
- Tally ERP 9

### **STRENGTHS**

- Hardworking
- Analytical skills
- Communication and interpersonal skills
- Commitment

### **CAREER HISTORY**

- Three year (18-04-2016 to 18-4-2019) experience as an Article Assistant in a reputed Chartered Accountant firm (G. Natesan & Co., Cochin Branch)) with knowledge of accounting tools, procedures, transactions and Tax related matter.
- **Still working as Audit & Accounts Assistant at Cochin special Economic Zone Kakkanad.**
- Preparation of final statements of accounts i.e. Balance sheet, Profit & Loss account, Cash flow statement and the accompanying Schedules, and reconciliation of bank statements.
- Preparation of Annual Budget and Revised Budget.
- Analyzing & scrutiny of the transactions entered in the Tally for finalization purpose.
- I engaged in the accounting work including preparation of final statement of COCHIN SPECIAL ECONOMIC ZONE.
- Concurrent Audit in ICICI Bank & Federal Bank
- Internal Audit in HDBFS.
- Adequate knowledge in Goods and Service Tax
- Monthly filing of GST Returns- GSTR3B, GSTR1, TDS on GST(GSTR7)
- Filing of GST Annual Return.