

CURRICULUM VITAE

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SUMMARY

Qualified Chartered Accountant with more than four years, well-versed in audits, accounts, financial management, special assignments and taxation services

CORE COMPETENCIES

✓ Accounting Audit ✓ Statutory Audit ✓ Taxation ✓ Advisory ✓ Internal Audit ✓ Bank
 ✓ Budgeting ✓ Vat accounting and VAT Audit ✓ Costing

PROFILE AT A GLANCE

- Adept at audits, reviews, agreed upon procedures, accounting advisory services, and corporate governance reporting in accordance with Accounting & Auditing Standards and regulatory requirements.
- Adept at finalization of accounts, resolving complex accounting issues and final audit presentations for various clients.
- Successfully managed to reduce the Company demurrage cost by more than 80%
- Strict follow up with the divisions led to reduction in stock ageing of Company by 21%
- Team facilitator with excellent communication and presentation skills along with problem solving abilities.

KEY SKILLS

- Excellent presentation and communication skills.
- Proficient in MS Office Applications.
- Familiar with accounting packages such as IScala ERP, Tally ERP, Winman ERP.

QUALIFICATION AND EXPERIENCE OVERVIEW

Course/ Exam	Year of completion	University/Board/Institution
CA (Final)	2015	Institute of Chartered Accountants of India
CA (Ippc)	2011	Institute of Chartered Accountants of India
B.Com	2009	Kannur University

- **Feb 2016 to present** : Accountant at **Muscat Air Conditioning and Electronics LLC**
- **Nov 2014 to Sept 2015** : Audit assistant at **Sajive Associates Chartered Accountants.**

- **Aug 2011 to Aug 2014** : Chartered Accountancy Articleship training at Thomas & Thomas CA's

WORK EXPERIENCE

Muscat Air Conditioning and Electronics LLC, Oman

- Assist the Finance Manager in preparation and finalization of monthly MIS Reports.
- Handling foreign payments, payables.
- Preparation of payroll, Receivables ageing report, Stock ageing report.
- Preparation of Letter of Credit after getting the approval of purchase from Chief Operating Officer.
- Ensuring month end Bank entries (interest, LTR payments, LC payments and other charges etc.) are entered into system in proper form.
- Verification of petty cash expenses.
- Preparation of landed cost sheets in coordination with clearing agents in time and accounting of all clearing bills/freight/ custom duty/ bills in system on time.
- Verification of transactions (JVs, cost sheet, expenses, supplier payments and purchase vouchers).
- Declaration of Marine insurance claim to insurance company on monthly basis.
- Try to achieve reduction in Clearing Costs by screening the clearing agents properly and trying to get better rates on company wide basis.
- Regular follow up with the Division Heads to ensure that the stock position of each division (item wise) does not exceed 6 months of age.
- Ensure that the landed prices of stocks order are loaded with the correct expenses.

Thomas & Thomas Chartered Accountants, Sajive Associates CAs, Kerala, India

- Prepared consolidated financial statements, quarterly and monthly performance reports, reconciliation reports, dealing with auditors, Bankers and cash flow management for various firms and companies.
- Responsible for developing budgets and variance analysis for clients.
- Responsible for submission of Vat audit report of Government Company like KELTRON.
- Served as part of audit team, which is responsible to complete statutory branch audit of Nationalized Banks.
- Responsible for completion of statutory audit of Government Company like, KSHDC.
- Served as part of audit team, which is responsible to conduct concurrent audit of private sector Banks.
- Responsible for conducting audit of various Defense Departments.
- Quality work experience, mainly in accounting services, external audits, internal audits, reviews, taxation services.
- Responsible for conducting Tax audit and Vat audit for various enterprises.
- Expert knowledge in tax laws of the country to prepare the tax computations, various tax returns, tax schedules and provide advisory services and business and tax profile.
- Provide clients with insights on the business landscape and provide them with meaningful solutions to improve their business.
- Plan and communicate the audit/ tax strategy, setting of targets, decide the appropriate skills, timing of engagements and effective management of resources to maximize performance efficiency for organizations.
- Finalization of accounts under the guidance of principal of the firm.

PERSONAL PARTICULARS

- Date of Birth : 28th June, 1989.
- Gender : Male
- Nationality : Indian
- Languages known : English, Hindi, Malayalam

- GCC Driving License