



Amal Sugathan

ACCOUNTANT

Contact me

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About Me

I Qualified **Chartered Accountancy Intermediate Exam from the Institute of Chartered Accountants of India, Commerce Graduate** and more than **8** years of progressive accounting and auditing experience

PERSONAL DATA

Father Name : Sugathan
Date of Birth : 06/06/1991
Sex : Female
Marital status : Married
Nationality : Indian

INTERPERSONAL SKILLS

- Patience
- Can work for a long period
- Manage the stressed condition
- Problem solver
- Multitasking ability

CURRENT VISA STATUS

Spouse VISA
Expiry:-16/11/2025

Objective

Dedicated and results-driven Accountant with expertise in **IFRS**, financial management, tax compliance, and strategic financial planning. Adept at streamlining financial operations, preparing accurate financial statements, and ensuring compliance with regulatory requirements. Seeking a challenging position to utilize my skills and experience for the benefit of the organization.

Experience

My Experience

- Worked as an **Executive – Accounts** at Kerala Academy for Skills Excellence, Kerala India from May 2022 to May 2023
- Worked as a **Junior Executive** at Kerala Transport Development Finance Corporation, Kerala, India from Nov 2018 to Nov 2021.
- Worked as an **Accounts Officer** at Kerala State Civil Supplies Corporation, Kerala, India from August 2017 to November 2018
- Completed 3 years of **Chartered Accountancy Internship** at P.N Krishnamani & Co., one of the leading Chartered Accountancy firms in Trivandrum, Kerala, India from Jan 2013 to Jan 2016

EDUCATIONAL QUALIFICATION

- **Chartered Accountancy Intermediate Examination** in the year of 2016 from **Institute of Chartered Accountants of India**
- **Bachelor of Commerce (Taxation)** in the year of 2012 from University of Kerala, India
- Plus Two from Government of Kerala Board of Higher Secondary Education
- SSLC from Kerala Government Board of Secondary Education

KEY SKILLS SET

- **Account Handling**
- **Accounts Finalisation**
- **Bank Reconciliation**
- **Management Accounting**
- **General Accounting**
- **Corporate Taxation**

Professional Experience:

- Prepared and submitted accurate VAT returns in compliance with UAE tax laws, ensuring timely submissions and adherence to regulations.
- Produced comprehensive Management Information Systems (MIS), offering valuable insights for informed decision-making and strategic planning.
- Compiled Monthly Financial Statements, providing a clear financial snapshot to support management in decision-making processes.
- Issued Statements of Accounts (SOA) to customers and diligently followed up for prompt payments, efficiently managing accounts receivable.
- Processed payments to suppliers, meticulously adhering to payment terms, and cultivating strong supplier relationships to optimize procurement processes.
- Forecasted and tracked key account metrics, such as quarterly sales results and annual forecasts, to drive effective financial planning and meet organizational goals.
- Prepare bank book and bank reconciliation statements.
- Acted as an audit assistant, conducting various audits like internal, stock, revenue, statutory, and concurrent audits.

COMPUTER PROFICIENCY

- MS Office
- MS Excel
- Tally ERP9

PASSPORT DETAILS

Name: Amal Sugathan

Date of issue :11-01-2023

Date of expiry: 10-01-2033

Passport No. : W9840410

Place of Issue : TRIVANDRUM

LINGUISTIC PROFICIENCY

To speak: English, Malayalam, Hindi & Tamil

To write: English, Hindi and Malayalam

AREAS OF INTEREST

Auditing

Finance

Accounting

- Proficient in using Microsoft Office tools such as Excel, Word, and PowerPoint for efficient data analysis and documentation.
- Advanced skills in Tally ERP.9 for accurate and streamlined accounting processes.
- Extensive experience in account reconciliation to ensure accurate financial reporting.
- Strong communication skills, enabling effective interaction with clients and colleagues.
- Exceptional ability to maintain positive relationships with customers, contributing to client satisfaction and retention.
- Led the closing of accounts up to the Annual Audit, ensuring precision and compliance with accounting standards and legal obligations.
- Proficient in E-filing of Income Tax returns, ensuring compliance with tax regulations
- Monitor and reconcile accounts payable and receivables
- Conducted Internal and Tax Audits for Private Limited companies, banks, and factories, ensuring compliance with relevant regulations and standards.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge & I bear the responsibility for the correctness of the above-mentioned particulars.

Amal Sugathan

14-12-2023
