



ANISHKA AJ

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Coimbatore, India

PERSONAL DETAILS

| | |
|-------------------------|------------------------------------|
| Date of Birth` | 04 th Jul 1993 (30) |
| Nationality | Indian |
| Gender | Female |
| Marital Status | Married |
| Languages | Tamil (Native) English (Fluent) |
| Driving License (India) | 2 & 4 wheeler |
| Passport Number | Z3709382 |

Career Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

WORK EXPERIENCE

TOTAL WORK EXPERIENCE - around 7 years

Financial Manager / Analyst - Experience

| Name of Employer | Place | Duration |
|------------------|------------|--|
| Sabari Builders | Coimbatore | 3 years & 4 months (Oct 18- Jan 22) |

Audit & Article Assistant - Experience

| Name of Employer | Place | Duration |
|---|----------------------------|--|
| CA SJ Gopi | Chennai, India | 3 rd Sep 2012 – 11 th Jan 2013 (4.5 months) |
| CA Jebasingh Jothi | Chennai, India | 1 st Feb 2013 – 31 st May 2014 (16 months) |
| CA K Palanivel | Kodaikanal, India | 1 st Jun 2014 – 24 th Sep 2015 (16 months) |
| <u>Total Experience as audit & article assistant</u> | 3 years (full time) | <u>Total Experience as audit & article assistant</u> |
| <i>Team leader during the last 16 months.</i> | | |

PROFESSIONAL QUALIFICATIONS

The Institute of Cost & Management Accountants of India (ICMAI) (formerly called as ICWAI)

| Name of Exam | Exam Level | Month & Year of Passing | Attempts |
|--------------|-------------------|-------------------------|-----------------------------------|
| Foundation | Entry | Jun - 2012 | Passed in first attempt |
| Intermediate | Mid (Group 1 & 2) | Dec - 2015 | Passed both groups in one sitting |
| Final | Final | Group 4 Dec - 2017 | Passed group 4 |

COMPUTER PROFICIENCY

* Certificate holder of Post Graduate Diploma in Computer Applications (PGDCA)

* Practical Information Training Programme (ITT) from The Institute of Chartered Accountants of India – 100 hours

* Computer Training from the Institute of Cost & Management Accountants of India – 100 hours

* Above Training courses included:

- Tally course – Tally 7.2, Tally 9 & Tally ERP 9
- Microsoft office – (word, spreadsheet, power point)
- DOS
- Windows

OTHER CERTIFICATE COURSES

| Name of Course | Organiser | Year & Place |
|--|---|---------------------|
| Orientation Programme Scheme | ICAI – 35 hours | Jun 2012 Madurai |
| Communication & Soft Skills Training | ICMAI – 3 days | Feb 2014 Chennai |
| General Management & Communication Skills (GMCS) | ICAI – 15 days | Dec 2013 Madurai |
| General Management & Communication Skills (GMCS) | ICAI – 15 days | Jan 2020 Pune |
| Accounting Technician Course (ATC) | The Institute of Chartered Accountants of India | |

Association of Chartered Certified Accountants (ACCA UK)

CURRENT STUDIES

| Name of Exam | Exam Level | Paper | Status |
|---------------------------|------------------------------|-------|-------------------|
| Applied Knowledge & Skill | Entry & Mid | 9/13 | Passed |
| Strategic Professional | Advance Professional / Final | 4/13 | To appear in 2023 |

The Institute of Chartered Accountants of India (ICAI)

| Name of Exam | Exam Level | Month & Year of Passing | Attempts |
|---|-------------------|-------------------------|---|
| Common Proficiency Test | Entry | Jun - 2011 | Passed in first attempt |
| Integrated Professional Competence Course | Mid (Group 1 & 2) | May - 2012 | Passed both group in one sitting in first attempt |

The Institute of Company Secretaries of India (ICSI)

| Name of Exam | Exam Level | Course Period | Status |
|--------------|----------------------------------|----------------------|------------------|
| Executive | Mid – Module 1 Mid – Module 2 | Dec 2020 Dec 2021 | Passed Passed |

ACADEMIC QUALIFICATION

Undergraduate (UG)

Madurai Kamaraj University – B.com

| Name of Course | Specialization | Course Period | Mode |
|----------------------|-------------------------|---------------|--------------------|
| Bachelor of Commerce | Business Correspondance | 2010-2013 | Distance Education |

Intermediate

St. Peters Matriculation Higher Secondary School

| Name of Exam | Month & Year of Passing | Pass Percentage |
|--|-------------------------|-----------------|
| Grade 12 | Mar - 2010 | 90% |
| Grade 10 | Mar - 2008 | 81% |
| State rank holder in Commerce in Grade 12 (Tamilnadu, India) | | |

EXTRA CURRICULAR ACTIVITIES

Member of Boat Rowing team

- From Grade 8 – 12
- Winner of all tournaments conducted between schools in kodaikanal. (singles, doubles and mixed doubles)
- State level player in Boat rowing competition conducted by Kodaikanal Boat & Rowing Club, Rotary Club Kodaikanal.

Member of Basket ball team

- From Grade 6 – 12
- Participated in inter-school and inter-district tournaments

Member of Athletic team

- From Grade 6 – 12
- Participated in Inter-school and inter-district tournaments
- High – Jump
- Short put Throw
- Discuss Throw

Volunteered and Organized Events and fairs

- In Schools
- CSI Rehabilitation Centre, Kodaikanal – Non Profit Organization
- Youth for Christ – Religious Organization

Part Time Jobs during my course period (Sunday's and other holidays) – not included for experience purpose

- Accountant in Miracle Ministry Chennai. (July 2013 – Dec 2015)
- Accountant in CSI Rehabilitation Centre. (FY 2014 – 15)
- Piano Teacher for professionals in medicine, engineering, law, etc., organised in a religious institution. (Jan 2014 – Sep 2014)

Music Qualification - PIANO **Trinity College London**

| Name of Exam | Year of Passing | Pass |
|---------------------|------------------------|-------------|
| Grade 1 | 2005 | Yes |
| Grade 3 | 2006 | Yes |
| Grade 5 | 2007 | No |
| Grade 6 | 2008 | Yes |
| Grade 8 | 2009 | No |

Music Qualification - THEORY **Royal School of Music, Scotland**

| Name of Exam | Year of Passing | Pass |
|---------------------|------------------------|-------------|
| Grade 1 | 2002 | Yes |

Areas of Expertise - Profession

- Accounting - preparing, vouching, verification & transferring of accounts based on various transactions.
- Preparation of Financial Statements & Consolidation of Accounts.
- Auditing the books of accounts as per the Act and assuring its fairness in the books based on the document evidences.
- Cost recording based on various heads such as direct, indirect, etc.,. Cost controlling and cost reduction if needed after analysis.
- Taxation - Direct & Indirect
- Preparing the Budget and finding any variances if any. Providing suggestions for such variances to overcome them.
- Filing of various returns online.
- Fluent in computer working, tally, excel, word, power point presentation, etc.,.

Reference

1. Sabari Builders
<http://sabaribuilders.com>
+91 96889 99929 (Mr. Sabaresh) Partner
2. CA K Palanivel – CA Firm
+91 94434 46869 (Mr. Palanivel) Proprietor
3. CA Jebasingh Jothi – CA Firm
<http://www.cajebasinghjothi.com/resource/home.asp>
x
+91 98401 21115 (Mr. Jebasingh Jothi)
+91 99405 77993 (Mr. Mohan Babu) Partner
(camohanbabu@gmail.com)

Responsibilities & experiences handled during my work as Finance Manager:

Roles & Responsibilities

- Producing accurate financial reports and information.
- Handled all the financial matters individually and will submit reports to the managing partner directly above me. Was a gateway between the accountants and Managing partner.
- Given the details needed to the statutory auditor and made a smooth outflow of entire audit process by guiding and giving the necessary information.
- Developing Cash flow Statements
- Developing annual audit plan and coordinating with the statutory auditor.
- Projecting Profit. Providing advice in making financial decisions
- Computation of consolidated accounts for various departments of the the same concern, such as associate companies and subsidiary companies. Generated monthly and quarterly budget reports.
- Comparing budgets with actuals and prepared report on variance and gap analysis.
- Directing investments both short and long term and validating their purpose.
- Making financial Forecasts. Managing risk of financial loss.
- Lead the modelling, planning and execution of all financial processes.
- Execute short and long-term custom comprehensive financial strategies to reach company goals.
- Check with the regulatory compliance standards.
- Research market trends and surveys and use information to stimulate business and revenue growth.
- Reviewed wide range of legal documents for financial considerations.
- Recommended innovative alternatives to generate revenue and reduce unnecessary costs.
- Filing various monthly, quarterly and annual returns.

The various activities/ departments managed:

- Financial Reporting. Consolidation of Accounts Budget Forecasting
- Analysing any variance from the actual plan and giving suggestions for them.
- Direct tax - Tax Deducted at Source (TDS) compliance.
- Indirect Tax – Goods and Service Tax (GST) compliance.
- Costing of products and cost control. External Audit and Internal control. Other managerial decisions.

Responsibilities & experiences handled during my work as Audit Assistant:

Financial Reporting

- Preparation & Analysis of Financial Statements including Notes to Accounts.
- Preparation of Cash Flow Statements including DSR ratio.
- Preparation of Projected Financial Statements for bank loans.
- Manage all accounting transactions of the clients assigned.
- Computed budget forecast on behalf of client to submit to the banks.
- Had a check with the assigned clients in monthly or quarterly stock taking and closing balances.
- Reconciled accounts payable and receivable.
- Ensured time payments of various laws considerations.
- Compute total income and tax payable.
- Preparation of Tax returns on time basis.
- Audit financial transactions and documents.

Audit, Internal Audit & Internal Control

- Vouching & Verification of Books of Accounts.
- Reconciliation of bank statements periodically.
- Assess the audit environment by inquires, inspections and observations. Design the audit plan based on the result.
- Checking compliance requirements of Accounting and Auditing Standards
- Checking & establishment of Internal control systems by examining records, reports, operating practices & documentation.
- Conduction of physical verification of fixed assets and stocks. Preparation of registers.
- Drafting Audit Reports as per the requirements of Companies Audit Report Order, 2003 (CARO)
- Using various methods for audit tests and reviewing the report periodically.
- Communicating audit findings to audit manager as a final report and discuss the findings with auditee.
- Conduct of Internal Audit of various companies and institutions on a periodical basis.
- Identify the risks & control deficiencies along with suggestions.

Costing & Management

- Tracking and analyzing the cost associated with the project of the clients.
- Based on the reports attained give suggestion to plan budgets and control costs.
- Review cost statements periodically.
- Advise clients to avoid wastage by using different methods based on their work environment
- Compare budgeted cost with post project cost and give feedback. Ensure compliance with costing standards.
- Reconcile between costing & accounting statements.
- Report to the higher officials regarding the reports attained and discuss with the auditees.

Corporate Secretarial & ROC Work (Indian Taxation)

- Filing application form for New / Renewal of DSC.
- Company Incorporation, Preparation of documents for Company Annual Report, Preparation of necessary forms and filing of Annual Returns.
- Preparation of documents for 12AA registration and 80G application for charitable trusts and societies.
- Preparation of Deeds in respect of Partnership firms, New Trust Formation, Supplementary Deeds for Trusts & Partnership firms.
- Filing FC Returns under FC – 5.

Registration, Service Tax, VAT & Other works (Indian Taxation)

- Registration, Service Tax Computation, Return filing.
- Handling Service Tax audit on behalf of clients.
- Ensured the accuracy of all VAT related returns & dealing with queries from tax authorities on a regular basis.
- Review and approve VAT related returns for a number of entities in the firm.
- Arrange payments of VAT liabilities in a timely manner. Reconciliation of VAT accounts.
- Assist with month end duties and transfer VAT balances. Control VAT control checklists on a weekly/monthly/quarterly basis as appropriate.
- Ensure compliance with indirect tax and fiscal requirements.
- Review and validate purchase and sales invoices on a regular basis, ensuring appropriate VAT treatment and correct use of VAT codes.
- Keep up to date on changes in VAT legislation and ensure timely implementation of new rules.
- Computation, preparation and filing of forms under VAT and CST for a number of entities across the clients.
- Filing TDS Return quarterly and also replying for the notices.
- Vouching works done at CAN BANK FACTORS LTD, under Discounting Factors, Chennai – (Q 3 – Oct 2012 – Dec 2012).

Income Tax – Direct Tax (Indian Taxation)

- Computation of income tax , filing returns for Individuals. Firms, Societies, Trusts and Companies.
- Tax Audit u/s 44AB of the Income Tax Act.
- Filing form 3CB & 3 CD in the case of Tax Audits.
- Filing of IT returns before due dates.
- Computation, payment and return filing of TDS.
- Computation of Advance Tax, Fringe Benefit Taxes and preparation of provisional statements.
- Filing replies to assessment orders & notices .
- Registration of GST and filing of returns and updating whenever the there is updation in the website.
- Applying New and Correction of PAN Cards & DIN.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

DATE :

PLACE: COIMBATORE

(Anishka AJ)