



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>
Team leader during the last 16 months.		

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
- Discus 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)

- Filling 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)