



ANISHKA AJ

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Al Wukair, Qatar

Date of Birth 04th Jul 1993 (30)

Nationality Indian

Gender Female, Married

Languages Tamil, English

WORK EXPERIENCE - since 2012

Career Break 2 years(Jan 22-till date)

- Since my husband got a job in Bahrain, we moved to Bahrain. It took some time for me to get my family visa. Later I started pursuing my ACCA for which I have completed my classes and must only appear for my exams. 4/13 papers balance. At present we are in Qatar.

Financial Manager at Sabari Builders (Coimbatore)

3 years & 4 months (Oct 18- Jan 22)

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.

Career Break 3 years(Sep 15-Sep 18)

- Marriage and maternity

Audit Associate at CA Firm (Chennai) 3 yrs (Sep 12 - Sep 15)

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 there is updation in the website.
- Applying New and Correction of PAN Cards & DIN.

PROFESSIONAL QUALIFICATIONS

B.com, CMA semi final, CA Inter, CS Executive and ACCA(passed 9/13)

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

Foundation Jun – 2012 - Passed in first attempt
Intermediate Dec - 2015 - Passed both groups in one sitting
Final Dec – 2017 - Passed group 4

Association of Chartered Certified Accountants (ACCA UK)

Applied Knowledge & Skill Passed 9/13

The Institute of Chartered Accountants of India (ICAI)

Common Proficiency Test (CPT) Jun - 2011 - Passed in first attempt
Integrated Professional Competence Course (IPCC) May – 2012 - Passed both group in one sitting in 1st attempt

The Institute of Company Secretaries of India (ICSI)

Executive - Module 1 - Dec 2020 - Passed Executive - Module 2 - Dec 2021 - Passed

ACADEMIC QUALIFICATIONS

Madurai Kamaraj University – B.com

Bachelor of Commerce - Business Correspondance 2010-2013 Distance Education

Intermediate St. Peters Matriculation Higher Secondary School

Grade 12 - Mar – 2010 - 90%
Grade 10 - Mar - 2008 - 81%
State rank holder in Commerce in Grade 12 (Tamilnadu, India)

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, Oracle
- * Fluent in computer working, tally, excel, word, power point presentation, etc.,

OTHER CERTIFICATE COURSES (related to the Profession)

- 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

OTHER CERTIFICATE COURSES (extra curricular activities)

Member of Boat Rowing team (From Grade 8 – 12)

- Winner of all tournaments conducted between schools in kodaikanal. (singles, doubles & 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 and Discuss Throw

Volunteered and Organized Events and fairs

- In School & College
- 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

Passed Grade 1 - Grade 6

Music Qualification - THEORY - Royal School of Music, Scotland

Passed Grade 1

PLACE: QATAR

(ANISHKA AJ)