

# ANISHKA AJ

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Coimbatore, India

Date of Birth 04<sup>th</sup> Jul 1993 (30)

Nationality Indian

Gender Female, Married

Languages Tamil, English

## **WORK EXPERIENCE - 6 years and 5 months**

### **Career Break** 2 years( Jan 22-Jan24)

- Since my husband got a job in Bahrain, we moved to Bahrain. It took some time to 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 India.

### **Financial Manager at Sabari Builders (Coimbatore)** 3 years & 4 months (Oct 18- Jan 22)

- Accounting - verification of transferring of accounts based on various transactions.
- Preparation of Financial Statements & Consolidation of Accounts. Preparation, Analysis and Finalization of Financial Reports, Cash Flow Statements as per the standard.
- Auditing the books of accounts as per the Act and assuring its fairness in the books based on the document evidences. Creating Audit Plan
- Cost recording based on various heads such as direct, indirect,etc,. Cost controlling and cost reduction if needed after analysis. Taxation - Direct & Indirect
- Budgeting, Forecasting and finding any variances if any. Providing suggestions for such variances to overcome them.
- Filing of various returns online. Compliance with various standards.

### **Audit Associate at CA Firm (Chennai)** 3 years (Sep 12 - Sep 15)

- Vouching & Verification of Books of Accounts.
- Financial Reporting & Analysis
- Audit, Internal Audit & Internal Control. Costing & Management
- Corporate Secretarial & ROC Work (Indian Taxation)
- Registration, Service Tax, VAT & GST (Indian Taxation)
- Income Tax – Direct Tax (Indian Taxation)

## **PROFESSIONAL QUALIFICATIONS**

### **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: COIMBATORE**

**(ANISHKA AJ)**