

ANJU KRISHNA



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Aranmula Kizhakkethil (H)
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Skill Highlights

- Financial Statements
- Audit Reports
- Income Tax
- Accounting
- Bank Reconciliation
- Book Keeping
- Tax Returns
- Microsoft Office
- Tally ERP
- Winman (Tax Software)
- Finmate (NBFC Software)
- Client Communication

Languages

- English
- Malayalam

Career Objective

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

Experience

Assistant on the Accounts Manager

Finvent Finance and Investments Limited Sept 2022 – Present

- Preparation and review of various reports on daily, weekly and monthly basis.
- Generated and posted journal entries to the general ledger.
- Ensure the success of the monthly closing process, such as journal entries, financial statement review, analysis, and account reconciliations.
- Filing of **GSTR 1** and **GSTR 3B** under Goods and Services Tax.
- Assistance in conducting **Tax Audit** and **GST Audit**.
- Prepared Monthly as well as Quarterly Financial Statements.
- Coordinated with the team for the Finalization of Books.
- Preparation of **Provisional Financial Statements**.
- Work experience in **Finmate** (Accounting Software).
- Preparing the computation for filing **TDS** return.
- Reconciliation of Bank.
- Filing **SFT** in the Income Tax reporting Portal.

Article Assistant

Ayyar and Cherian Chartered Accountants Apr 2019 – Apr 2022

- Conducted **Statutory Audit** of various companies engaged in manufacturing, trading and service sector including review and finalization of financial statements.
- Conducted **Tax Audit** of companies and individuals including preparation and filing of Tax Audit Reports, Form 3CA, 3CB, 3CD and its annexure.
- **GST Audit** of entities, including preparation and filing of Form GSTR-9C
- Assistance in conducting Tax Audit and Preparation of Tax Audit Report.
- Engaged in preparation of Responses to Income Tax Notices and Income Tax Appeals.

Personal Details

Father's Name : Ashokan A R
Date of Birth : 22/04/1998
Nationality : Indian
Gender : Female
Marital Status : Married
Passport No. : V4112317

- Meet tight deadlines without compromising the prescribed standards/quality.
- Recorded financial transactions and reconciled accounts in accounting software (Tally ERP) to generate financial statements in accordance with GAAP.
- Analysis and Preparation of **Financial Statements and Consolidated Financial Statements** including notes to accounts for various establishments.
- Coordinated with the team for the Finalization of Books.
- Prepared Monthly as well as Quarterly Financials and Audit Reports in line with the approved Audit Plan, discussed Audit Findings and recommendations with managers and reported significant issues to senior management.
- Preparation of **Provisional, Estimated and Projected Financial Statements** (Trading, Profit and Loss Account and Balance Sheet) for the purpose of Enhancement / Renewal of Bank limits.
- Preparation and Filing of annual ROC.
- Work Experience in **Winman** (Tax Software) for computation and filing of Income Tax Return from April 2019 to April 2022.
- General Services like PAN, TAN, Visa Valuation, Advance Tax Calculations and Payments, Income Tax compliance filings and Certifications.

Education

- 2021 - **Master of Commerce** (Post Graduate Diploma in International Business Operations)
Indira Gandhi National Open University.
- 2018 - **Bachelor of Commerce** (Computer Application)
Mahatma Gandhi University.

Declaration

I hereby declare that all the above furnished information is correct to the best of my knowledge and belief.

Anju Krishna