

## SUMMARY

Detail-oriented and analytical Accounting professional with hands-on experience as a Business Analyst and Consulting Intern. Skilled in financial reporting, budgeting, reconciliations, and data-driven decision-making. Strong foundation in accounting principles, with proficiency in tools such as Excel, QuickBooks, and ERP systems. Demonstrated ability to analyze business processes, identify cost-saving opportunities, and support strategic planning. Committed to maintaining accuracy, compliance, and efficiency in financial operations. Eager to contribute strong analytical, organizational, and communication skills to a dynamic accounting team.

## EDUCATION

### Certified Management Accountant (CMA)

USA

### Bachelor of Commerce in Computer

### Application

Sree Narayana College of Management  
Studies (Kannur University)

## SKILLS

- Financial Reporting & Analysis
- Budgeting & Forecasting
- Accounts payable and receivable
- Payroll processing
- Bank reconciliations
- Internal Audit
- Cash Flow Analysis & Liquidity Management
- Balance Sheet P&L Preparation
- GST Filling
- Time Management
- Petty Cash Management
- Adaptability & Flexibility
- Communication & Interpersonal Skills
- Customer Service Excellence
- Bookkeeping & Ledger Management
- Tax Compliance

## TECHNICAL SKILLS

- Microsoft Office Suite: ( MS Excel, MS Word, MS Power Point)
- Tally Prime
- QuickBooks

## LANGUAGES

- English
- Hindi
- Malayalam

## PROFESSIONAL EXPERIENCE

### Business Analyst / Consulting Intern

### Finscript Business Consultants – Kerala, India |

Aug 2024 – Jan 2025

- Conducted in-depth market analysis and industry benchmarking to support business strategy development for startups and SMEs.
- Developed and maintained detailed financial models including revenue forecasts, cost analysis, and break-even assessments.
- Assisted senior consultants in drafting business plans, project proposals, and investor pitch decks for funding and strategic presentations.
- Researched government policies, funding schemes, and regulatory requirements to provide clients with tailored guidance.
- Coordinated with clients to gather data and understand business processes for solution mapping and gap analysis.
- Supported implementation of operational improvements by analyzing workflows and recommending process enhancements.
- Prepared and presented project deliverables, including SWOT analyses, feasibility studies, and go-to-market strategies.

### Accountant | Mar 2023 - Feb 2024

### Quality Bakery Restaurant Bekal, Kerala, India

- Managed daily financial records, including sales, expenses, and payroll.
- Assisted in preparing monthly financial reports and bank reconciliations.
- Processed invoices, tracked payments, and managed petty cash.
- Supported tax filings and audit preparation.
- Coordinated with vendors for billing and payment issues.

## ACHIEVEMENTS

- ManagedStreamlined invoice processing, resulting in faster payment processing times.
- Maintained accurate financial records consistently throughout the year.
- Improved the accuracy of monthly bank reconciliations.
- Contributed to the timely and accurate filing of tax returns.