

# GAURI KARTHIKEYAN

SEMI-QUALIFIED CHARTERED ACCOUNTANT

## CONTACT

- +91 82810 27999
- gaurikarthikeyan@gmail.com
- Thiruvananthapuram, Kerala, India
- 10 October, 1998

## PROFILE

A semi-qualified Chartered Accountant, I am a determined professional with a proven track-record of financial acumen, systematic problem solving and a focus on effectiveness. Committed to continuous learning, I strongly believe in balancing industry trends with a passionate pursuit of knowledge in my chosen field. Passionate about driving effectiveness and efficiency in financial management.

## EDUCATION

**Chartered Accountancy Course**

**The Institute of Chartered Accountants of India**

- Common Proficiency Test - Passed in June 2016
- CA Intermediate Group 1 - Passed in May 2018
- CA Intermediate Group 2 - Passed in May 2019
- CA Final Group 2 - Passed in May 2023
- CA Final Group 1 - Pursuing

**Master of Commerce**

**Indira Gandhi Open University**

2021-2023 | Awaiting Results

**Bachelor of Commerce (Finance & Taxation)**

**The University of Kerala**

2016 - 2019 | First Class

**12th | Indian School Certificate**

**L'ecole Chempaka ISC**

2016 | 87%

**10th | Indian Certificate of Secondary Education**

**L'ecole Chempaka ISC**

2014 | 93.5%

## WORK EXPERIENCE

### AUDIT MANAGER

RANJIT KARTHIKEYAN ASSOCIATES LLP

ONGOING

- Preparation of MIS Reports and assisting Partners in providing virtual CFO Services
- Streamlining the Quality Control policies and processes within the organization. Implemented workflow management systems and software in place for increased control and enhancing efficiency.
- Took initiative in adapting to improved financial reporting process through ERP and cloud-based software.
- Team management, work allocation and supervision.
- Leading audit assignments and ensuring independence.
- Tax planning and advisory to clients.
- Stakeholder relations management and liaising.
- Organized staff training programs and group discussion initiatives.

### ARTICLED ASSISTANT

RANJIT KARTHIKEYAN ASSOCIATES

2018 AUG - 2021 AUG

- Leading and assisting audit engagements, streamlining audit programmes with enhanced reliability through tech-enabled procedures.
- Collaborated on project planning, due diligence and project reports for securing financing for businesses, and obtaining approvals from regulatory bodies.
- Excelled in time management and efficiency in filing Income Tax Returns, Tax Audit Reports, TDS Returns and provided help in responding to notices and demands.
- Assisted other compliance teams in preparation of company forms, GST returns, FCGPRs, and other periodic submissions.
- Demonstrated adaptability and deep understanding across hospitality, healthcare, finance, government, construction, education, technology, agriculture, charitable organizations, and entertainment industries.

## LANGUAGES

- English
- Malayalam
- Hindi

# GAURI KARTHIKEYAN

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## SKILLS

### Technical Skills

- Microsoft Office
- Google Workspace
- Tally ERP and Tally Prime
- Zoho Books
- Hotsoft Accounting Software
- 'My Task' - Workflow Management Software

### Interpersonal Skills

- Leadership
- Communication
- Time Management
- Logical Reasoning
- Systematic Problem Solving

## INTERESTS



## REFERENCES

### CA SAUMYAMOL M S

Partner - Ranjit Karthikeyan Associates

9946286502

saumya@rkaglobal.com

### CA AMAL A S

Credit Manager - HDFC Bank Ltd.

+91 90743 60715

amal.as@hdfcbank.com

## WORK EXPERIENCE (CONTD.)

### AUDIT/ACCOUNTS TRAINEE

RANJIT KARTHIKEYAN ASSOCIATES

2017 JUN - 2018 AUG

- Data Entry, Maintenance of Accounts and Preparation of financial statements for diverse clientele.
- Filing periodic TDS returns and MCA forms to ensure proper corporate compliance
- Assisting in Company incorporation, director appointment and share alteration procedures.
- Aiding incorporation non-corporate entities by drafting charter deeds and agreements of partnerships and trusts
- Availing on behalf of clients, various registrations such as Permanent Account Number, Tax Deductor Account Number, GST Registration, Trust Registration, etc by filing relevant forms with the concerned authorities

## INDUSTRY VERTICALS

Healthcare

Hospitality

Trading

Information Technology

Entertainment

Banking & Finance

Government & Semi- Government

Construction & Real-Estate

Educational Institutions

Charitable Organisations

## ACTIVITIES

- Enrolled for NSE's Financial Modelling and Valuation Certificate Course
- Amateur Bharatanatyam performer trained under the guidance of Dr. Neena Prasad. Showcased skills at prominent festivals, notably participating in the Nishangandhi festival in Kerala.
- An active member of Southern India Chartered Accountants Students Association (SICASA),
- Participated in numerous seminars organized by the Thiruvananthapuram Branch of SIRC of ICAI in topics like GST, Bank Audit, Peer Review, etc
- Founding Secretary of 'Urja', a social outreach club by the students of L'ecole Chempaka
- Participated in ISC Cultural Meet and various Inter/Intra School fests during student years