

POOJA S

Plot No 8, Appadurai Nagar 4th
Street, Koodalnagar, Madurai 625018
7010322005
poojasri8903@gmail.com

Currently pursuing Chartered Accountant Intermediate level, seeking employment in a good and harmonious environment. Strong believer in persistence, a calm and energetic, skilled player with three years of experience in Accounting and Taxation industry. Questing for a new role in a mega Corp.

- ❖ Currently pursuing a certificate course on “Financial Risk Management” from IIM-Vishakapatnam
- ❖ Currently pursuing MBA in International Finance accredited by ACCA at Jain University.

EXPERIENCE [Audit Assistant](#) | R Sundaram and Associates
2021-PRESENT

EDUCATION

[Bachelor of Commerce in Professional Accounting](#) | [Lady Doak College](#) 2015-2018

CLEARED CA – CPT (JUNE 2017)

ACHIEVEMENTS

- Silver medalist of “The International Award for Young people” by “The Duke of Edinburgh’s”.
- Presented papers on
 - ❖ “Stress Management” in NGM College – Pollachi
 - ❖ Acquisition of Iscar Metalworking Companies by Berkshire Hathaway
 - ❖ Researched for the Presentation made by Principal on “Indian Economy the way forward” in Kolkata, EIRC members meeting.
- Have actively participated in college events and have been a part of the organising committee.
- Published articles for School and College magazine in Tamil and English.

SKILLS

- Very well versed with MS Excel
- Excellent knowledge of accounting and audit laws
- Multitasking ability and can work for long duration
- Can work efficiently in Tally (all versions)
- Problem solving and good communication skills

WORK EXPERIENCE

- Computation of total income and calculating tax liabilities of Individuals and Professionals.
- Internal audit report and reviews made for a spinning mill.
- Calculation of assets performance and verification of cash book during bank audits.
- Preparation of asset, liability, and capital account entries by compiling and analysing account information.
- Secure financial information by completing database backups.
- Verifying, allocating, posting, and reconciling transactions.
- Guiding accounting clerical staff by coordinating activities and answering questions.
- Producing error-free accounting reports and presenting their results.
- Preparation of Bank reconciliation statement.
- Filing of Form 15CA and CB.
- Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Handled E-Proceedings of various tax person, such as Individual, Company and Trust.
- Communicating effectively with clients
- Gentle Payment follow-ups from debtors
- Contributing to a strong client relationship through positive interactions with client personnel
- Communicating with Manager and/or Director on work status and client issues that arise
- Meeting Timelines with pre planning of schedules
- Complying with various legal & statutory compliances
- GST Filing and related compliances.

Personal Information

Name : POOJA S.
Date of Birth : 22nd March 1998
Gender : Female
Languages Known : Tamil, English

Declaration

I hereby declare that the details mentioned above in my resume are correct to the best of my knowledge and belief.

Place : Madurai

Signature