

SRUTHI S

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Nationality: Indian

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PROFILE

Tax PMO with more than 5 years' experience in managing tax compliance and reporting projects. Highly versatile, with a strong knowledge in management of various clients in UKI region with the focus on implementation, commercial and service delivery management. An effective communicator and team player with the ability to build confidence relationships with multidisciplinary colleagues and partners.

Intend to build a career that will help me realize my potential and to explore the world around me to the fullest.

ACHIEVEMENTS, AWARDS & CERTIFICATIONS

- Achieved exceptional client service award from EY
- Earned Bronze badge for the project completed under Curiosity from EY.
- Received best ratings and frequent positive written feedback from the stakeholders in EY.

KEY SKILLS

- MS Office Suite: Proficient in MS Excel, MS Word, MS PowerPoint, MS Outlook, MS Teams and SharePoint.

LANGUAGE

Mother tongue – Malayalam
Other language - English

WORK EXPERIENCE

Assistant Manager | Tax Analyst (PMO)

EY | Kerala, India

2019 - Present

- Part of Global operations team who manages the compliance and reporting of clients in UKI region.
- Provides assistance in engagement pricing/proposal, contracting, budgeting, billing & invoice management.
- Global and Local country coordination to drive the local compliance filing requirements and client reporting.
- Collaborating with stakeholders on various engagement activities.
- Lead various process improvement/ risk management initiatives at EY.
- Supported in the RFP process.
- Mentorship and coaching team members.

Accounts Assistant

MS Associates | Kerala, India

2018 – 2019

- Manages Indian GST return filings of GSTR 1, GSTR 3B, GSTR2A reconciliation and making applications for refund (RFD-01) for various clients and processing tax refunds in GST Portal.
- Providing Excel Reports and GST reconciliation

Audit Assistant Trainee

Varma & Varma Chartered Accountants| Kerala, India

2017 - 2018

- Reviewing Account Documents
- Identifying Accounting & Auditing issues.
- Verifying the accuracy of accounting systems and procedures.
- Verifying and inspecting the general Ledger.

EDUCATION

Master of Commerce (M.com) – Finance | CGPA: 3.35/4

Mahatma Gandhi University, Kerala, India

2015-2017

Bachelor of Commerce (B.Com) - Finance & Taxation | CGPA: 3.21/4

Mahatma Gandhi University, Kerala, India

2012-2015