




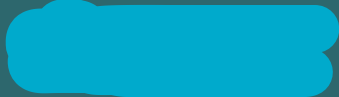
Ayesha Singh

Professional Accountant

22/08/1998 

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Alappuzha 688013,
Kerala, India

About Me

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail. Advanced knowledge of generally accepted accounting principles and practices. Fosters transparency, understanding and ownership of financial reports and financial and operational metrics across organization. Thorough understanding of applicable laws, regulations, public finance and external reporting.

Work Experience

November 2019 **Articled Assistant**

- Present

George Thomas & Associates, Chartered Accountant Firm

- Drafted appellate matters and various letters, such as rectification letters and objections to reassessment proceedings.
- Filed GST (Goods and Service Tax) monthly and annual returns; income tax; TDS (Tax Deducted at Source) & Tax audits for various corporate and non-corporate entities.
- Prepared legal submissions for scrutiny assessments or reassessments.
- Prepared Trading, Profit and loss account, and balance sheet of different concerns like proprietorship, partnership firm, and company.
- Advised clients on tax applicability and been in engagement team for internal audit and bank audit.
- Supervised accounting and bookkeeping training procedures for new staff members.
- Compiled and reviewed data and delivered reports of financial status.

Skills

- Project Management
- Accounting Principles
- Bookkeeping
- Financial Management
- Key account management
- Financial Control
- Microsoft Excel and Microsoft Word
- Tally
- Forecasting
- Budget Analysis
- Financial Records Review

October 2016 -

January 2019

Accounts Executive

Advance International Imports and Exports

- Used accounting software to prepare weekly and monthly financial reports.
- Investigated daily variances and corrected errors to resolve discrepancies.
- Reviewed general ledger entries and assessed accuracy.
- Reported financial data and updated financial records in ledgers and journals.
- Assisted management with the finalization of annual expense plans.

Hobbies

- Networking
- Investing
- Stock Market
- Travelling

Languages

- English
- Hindi
- Malayalam

Education

2022

Chartered Accountant Intermediate

Indian Institute of Chartered Accountants | Group 1 | 221 Marks

2016-2019

Bachelor in Commerce (Finance and Taxation)

Sanatana Dharma College | University of Kerala | 91.4%

2015-2016

Grade 12

Sanatana Dharma Vidyashala Central School | CBSE | 85%

2013-2014

Grade 10

Sanatana Dharma Vidyashala Central School | CBSE | 94%

Achievements

- Cleared CA(Chartered Accountancy) Inter Group 1
- First Rank holder in University of Kerala for Bachelor of Commerce
- Table Tennis National Player-
 - National Gold Medallist for Cadet Girls Team championship(2008)
 - National Bronze medallist for Youth Girls Team championship (2017, 2014)
 - National Bronze Medallist for Junior Girls Team Championship (2014, 2013, 2012)
 - National Bronze Medallist for Junior Girls Doubles (2014)
 - National Gold medal for CBSE Schools Nationals Team Championship (2013, 2014, 2015)
 - National Gold Medal for CBSE Schools Nationals Mixed Doubles (2014, 2015)
 - Represented the State of Kerala for Nationals from 2008 to 2017
 - 5 times State Champion in the State of Kerala
 - Participated in the 35th National Games 2015 held in Kerala
 - Been the Captain for the State of Kerala for Nationals
- I was one of the Torch Bearers from the State of Kerala for the 35th National Games held in Kochi, Kerala in the year 2015.
- Volunteered NAAC Accreditation and Job Fair Programme at Sanatana Dharma College Alappzuha(2018).

Certifications

- 100 Hours integrated course on Information technology from ICAI (Institute of Chartered Accountants)
- 100 Hours Integrated Course on soft skills-Orientation Course From ICAI. (Institute of Chartered Accountants)

References

CA George Thomas Chartered Accountant

Phone: 9846031275

Email ID : gtacas@gmail.com

Location : GeorgeThomas, Muttathil Lane,
Ernakulam, Kerala

CA Lekshmi N Chartered Accountant

Phone: 9400851158

Email ID : lekshminsankar@gmail.com

Location : Puleyathu Madom Haripad, Kerala

Dr Krishnan K Professor, SD College

Phone: 9447119724

Email ID : krishnanm@sdcollege.in

Bobby Joseph Table Tennis Coach

Phone: 9895773468

Email ID : bobby.bobbby@gmail.com