



STEFY SAMSON

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Dubai United Arab Emirates

Overview

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

- **11-months** experience as Financial Consultant in Confederation of Indian Industry
- **3 years'** experience as Accounts & Audit Assistant in Chartered Accountant firm in India.
- **Post Graduated in Commerce** (M. Com-Finance)
- Quick learner of new accounting/taxation software
- Ability to handle accounts and works independently in a team-oriented environment under organization deadlines.
- **Technical skills-** SAP-FICO, Tally ERP, Finacle, MS office.

Work Experience

✓ Confederation of Indian Industry (CII):

Project Location: Kerala State Electricity Board Limited,
Trivandrum (DISCOM Office)

March 2019- Jan 2020

Responsibilities Handled:

- Assisting on surveys related to the Filament free Kerala Project at KSEB
- Pre and Post Financial Analysis of the New Projects
- Performing economic analyses; data collection; spreadsheet creation and management to identify business cases relative to energy use
- Engagement team member of Internal Audit of KSEB
- Coordination with Bureau of Energy Efficiency / State Designated Agency / DISCOM for the implementation of projects.
- Reviews and verifies project documents for completeness, format, and compliance with contract requirements

✓ **Accounts & Audit Assistant in Rangamani & Co.**

Chartered Accountants Firm,

Trivandrum, India

June 2015- July 2018

Responsibilities Handled:

- Managing accounting operations, accounting closing, account reporting and reconciliations.
- Bank Reconciliation
- Worked on accounts transactions such as receipts and payments.
- Preparing invoices for the services provided to clients.
- Maintenance of books of Accounts of Trusts, Firms, and various individuals.
- Preparation of Provision statement for Account payable and Account receivable.
- Ledger scrutiny.
- Analysis of Financial Statements.
- Finalization of accounts
- Monthly VAT, Service tax and Income tax returns as per Records
- Computed taxes owed by various clients by applying prescribed tax rates, laws and regulations.
- Reviewing accounts book entries to ensure accuracy of the G/L.
- Payroll function of the employer firm.
- Train the junior staff and develop their skills.
- Developing Tax planning and strategies for clients and filing of Income tax returns.
- Engagement Team member of Statutory Audits and Tax Audits of several Banks, firms, and various individual clients.
- Internal audits, Bank Audits, Tax Audits, Revenue Audits, Credit Audits and Stock Audits of various clients.
- Assisting the Chartered Accountant for Income Tax Scrutiny cases.

Educational Qualifications:

- ✓ **SAP- FICO - 2020**
(Consultant Level)
Cokonet Technologies Pvt Ltd,
Trivandrum India

- ✓ **MASTERS IN COMMERCE (FINANCE) - 2016**
University of Kerala, India
Trivandrum, India

- ✓ **BACHELORS IN COMMERCE (FINANCE AND TAXATION) - 2014**
Catholicate College, Mahatma Gandhi University, India
Pathanamthitta, India

- ✓ **PROFESSIONAL DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING (PDCFA) - 2013**
Rutronix, Kerala State Government Undertaking, India
Pathanamthitta, India

Personal Details

Date of Birth	: 26th April 1993
Sex	: Female
Religion	: Christian
Marital status	: Married
Nationality	: Indian
Passport Number	: T 9919912
Visa Status	: Visit Visa
Visa Expiry	: 12.05.2020
Languages Known	: English, Hindi, Malayalam and Kokani

Reference:

- **Sougata Sarkar**
Counsellor – Energy Efficiency
CII- GBC, Hyderabad
India
- **R Bijuraj**
Assistant Executive Engineer (Energy Manager)
Office of Distribution, IT & HRM
KSEBL, Corporate Office Trivandrum
India
- **CA B.Sivadass**
Partner, Rangamani & Co.
Upasana Buildings, Kowdiar, Trivandrum- 03
Kerala, India
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Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of particulars.

Stefy Samson