

# ANJALY K

## CA INTERMEDIATE

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### \*PROFESSIONAL PROFILE

Qualified and enthusiastic financial professional having more than 2 years of experience in accounts, auditing and taxation. Dedicated in keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, mathematical acumen and knowledge of financial reporting standards.

### \* EXPERIENCE

*November  
2019 to  
February 2021*

#### S.K Associates, Kerala

##### Junior Accountant

- Prepared journal entries and entered into system using Tally.ERP9.
- Reviewed financial documents to verify accounting data and mathematical accuracy.
- Assisted with preparation of monthly financial statements.
- Reconciled month-end totals for timely and accurate reporting of financial information.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Managed supplier accounts and built lasting relationships with suppliers.
- Calculated payroll deductions accurately and processed payroll to meet preset requirements.

*May 2018 to  
August 2019*

#### P. Prabhakaran and Co., Chartered Accountants, Kerala

##### Article Assistant

- Gained exposure in the audit of entities including banking companies, insurance companies, trusts, partnership firms and various proprietorship concerns.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Assisted in the preparation and presentation of financial statements of client's business.
- Reviewed adherence of client's business to regulatory guidelines applicable to specific activities and practices.
- Assisted in the preparation of auditor's report as per the standards on auditing.
- Upheld strict confidentiality protocols with all client details and tax return information.
- Filing of returns of tax deducted at source, income tax, service tax, GST and VAT.

#### \* EDUCATION

November  
2020

CA Intermediate  
The Institute of Chartered Accountants of India

April 2014 to  
march 2017

Bachelor of Commerce  
University of Calicut  
Specialization in Finance

#### \* CERTIFICATIONS

January 2020

Tally.ERP9, Peach Tree, Practical Accountancy, MS Office and SAP FICO  
Pioneer Tally Academy under Govt. Of Kerala  
With A+ Grade

#### \* PERSONAL PROFILE

Date of Birth : 18/11/1996  
Nationality : Indian  
Marital Status : Married

#### \* REFERENCES

References available upon request.