

MEGHNA RAMESH

SEMI QUALIFIED COST MANAGEMENT ACCOUNTANT



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Nationality : Indian
Date of Birth : 12/12/1996
Gender : Female
Marital Status : Married
Address : Megha ,Chendayad PO
Panoor, Kannur, Kerala

LANGUAGES KNOWN

ENGLISH (Proficient)
MALAYALAM (Native)
HINDI (Intermediate)

EDUCATION

CMA intermediate

JUNE 2019, (First Attempt)
Institute of Cost Accountants of
India

BCOM –FINANCE

2015-2018 ,
(First Class with
Distinction)
Kannur University,
Nirmalagiri College

HIGHER SECONDARY

2014, 94%
HSE Kerala
Rajeev Gandhi Memorial Higher
Secondary School,

PROFESSIONAL SUMMARY

Semi qualified Cost Management Accountant , with more than one year of professional experience with regards to Journalizing, Voucher preparation , Preparation of Bank Reconciliation Statement, Account Finalization and Administration Cheque issue. Detail oriented with extensive knowledge of cash and record maintenance and Comprehensive account reconciliation.

OBJECTIVE

Seeking for an opportunity in a dynamic professional environment to contribute towards the growth of the organization by utilizing my skills and creativity and innovative thinking for the benefit of the organization and myself.

COMPUTER PROFICIENCY

TALLY, MS WORD, MS EXCEL

PERSONAL SKILLS

Leadership, Time Management, Multitasking

EMPLOYMENT HISTORY

- Kerala State Backward Classes Development Corporation
CMA Trainee
January 2021- Present
- Manoop K Associates
Article Assistant
July 2019- December 2019

ROLES & RESPONSIBILITIES

CMA TRAINEE

KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION , KANNUR

- Verification of cash collection summary with cashier's day book and physical verification of cash balance.
- Responsible for timely deposit of daily collection to the bank without delay, verification of the vouchers/counterfoils issued by the bank and keeping the same along with voucher.
- Monitoring of Cash movement and its recording in cash movement register.
- Responsible for custody and up to date maintenance of main cashbook
- Custody and preparation of fund transfer register form and to HO
- Custody and preparation of General Ledger and extraction of trail balance
- Maintenance of cheque / DD received register, and ensure timely deposit of cheques and DD for clearing.
- Downloading bank statements and keeping on daily basis and cross-checking of fund transfer against the cheque issue register.
- Timely preparation of Bank Reconciliation Statements.
- Prepare a Temporary receipt issue register and ensure temporary receipt are entered correctly
- Payment of wages to daily-wage employees and report the deduction of EPF to Head Office.
- Custody and preparing of cheque issue register for all bank accounts and treasury accounts.
- Act as Liaison officer with bank for ensuring transfer of funds from Head office and to others.
- Verification of stamp account and physical verification of stamps.
- Preparation of various vouchers – cash, bank, treasury, credit adjustment vouchers, journal and preparation of journal register, and custody of all documents.
- Generation of online payment vouchers. Payment of Stipend to the Apprentice Trainees and ensure the claims of re-imburement from RI Centres.
- Payment of TDS timely.
- Filing TDS with return and issuing of TDS certificate
- Entry of GST amount while preparing vouchers for claiming input credit of GST.
- Finalization of Accounts quarterly
- Responsible for the verification of supporting documents and its genuineness while making payment.

ARTICLE ASSISTANT , MANOOP K ASSOCIATES

JULY 2019- DECEMBER 2019

- Preparation of books of accounts and financial statements
- Preparation of Bank Reconciliation Statement on monthly basis
- GST return filing and its reconciliation
- Reconciliation of bank account with accounts payable and accounts recievable
- Assisting in preparation of audit records.