



anan1995m@gmail.com



+91-8138081910



Kollam, India 691583

EDUCATION

IPCC The Institute of Chartered Accountants of India, New Delhi
Enrolled for Chartered accountancy course, successfully completed 3 years of Practical Training, Passed Group I of Intermediate (Integrated Professional Competence) Course and currently pursuing Intermediate (Integrated Professional Competence) Course Group II.

- Continuing education in CA

B.Sc.Polymer Chemistry
Kerala University,
Kollam, April 2015

Higher Secondary : 12th
Government Higher

ANANDHU M

PROFESSIONAL SUMMARY

Accounts/Audit Assistant with 5 years of Auditing/Accounting industry experience. Excellent verbal and written communication talents. Accomplished at preparing and analyzing financial reports for accuracy and assessing budget reports for areas needing improvement.

SKILLS

- Accounts Payable
- Payroll Auditing
- Monthly and Annual Journal Entries
- Inventory Assessment
- Account Reconciliation
- Financial Statements
- Journal Entry Preparation
- Payroll Management
- Microsoft Office
- Financial Reporting
- Report Preparation
- Cash Analysis
- Stock Valuation
- Inventory Verification
- ERP Software
- VAT Returns understanding
- Audit Preparation

EXPERIENCE

May 2016 - September 2021 **R Ananthasankaran & Associates. - AUDIT ASSISTANT**, Kollam, India


Worked as an Assistant Auditor under CA. R Ananthasankaran and CA. Remya Radhakrishnan, Managing partner, and partner of M/s R Ananthasankaran and Associates, Kollam, India. The firm deals with Income tax Audits, VAT/GST Audits, Internal Audits, TDS Filing, Company Audits, Bank Audits, And General Accounting Functions. During the course of my 3-year practical training in accordance with the Chartered Accountants Regulations, 1988 and an extra **2** years as an assistant, I have been directly involved and responsible for the following :

Secondary School,
Ayyankoickal, Kollam,
March 2012


10th **MNPM Central**
School, Kollam, March
2010

LANGUAGES

English

 Bilingual or Proficient
(C2)

Malayalam

 Bilingual or Proficient
(C2)

Accounting and Bookkeeping

- Gathered financial information, prepared documents, and closed books.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Brought errors to near-zero in reporting, payroll administration and general bookkeeping.
- Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
- Created detailed financial reports based on financial statuses and data.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.

Income Tax Audits

Completed the following works related to Tax audits and Non-tax audits during my practical training.

- Preparation of Financial Statements, and Audit Notes forming part of the financial statements.
- Thorough Ledger scrutiny of books of accounts, Vouching, Verification, detecting non-compliance in invoicing, and time-bound filing of returns for sole traders, partnerships, etc.
- Maintaining effectiveness and efficiency of the audit by completing detailed audit plans, working notes, and accurate audit documentation.
- Preparation and Filing of Income-tax Returns (ITR) and Audit Reports (3CB-3CD).
- Reconciliation of Accounts Payable/Receivables, Bank accounts, and GST accounts.
- Verifying compliance with Income Tax Act, Goods and Service Tax, Value Added Tax (VAT), Employee Provident Fund, and Tax Deducted at Source (TDS) laws, and regulations.
- Timely responses to notices, outstanding demands, and Tax intimations.

Company Audits

- Prepared audit reports and financial statements.
- Prepared and filed Tax audit reports (3CA 3CB) and Income Tax Returns (ITR)
- Inventory verification.

- Compliance with Companies act 2013, Income tax act, GST act, and other related laws and provisions.
- Cost calculations and other relevant reports for the audit.
- Income audit.
- Inventory Audit.

GST /VAT Audits

Has experience in both VAT & GST Tax laws

- Preparation and Filing of GST monthly Returns (GSTR 3B, GSTR 1, and other relevant reports).
- Preparation and Filing of GST Annual and Audit Report (GSTR 9 & 9C).
- Preparation and Filing of VAT Returns (13/13A).
- Analyzing and Maintaining books and vouchers in tally and verifying compliance with VAT/ GST regulations.
- VAT/GST Verification

Bank Audit.

- Assisted Auditors in completing Statutory Bank Audits and Concurrent audits from planning to finalization.
- Lead the audit engagement team for statutory bank audits of nationalized and private banks.
- Lead the team in preparing quarterly and annual reports.

Software Skills

- Knowledge in Tally ERP Software -ledger scrutiny and analyzing data, extracting summary and generating reports relevant for the purpose of Audit, and to ensure that all entries are done accurately and in a timely manner.
- The financial statements, Assessments, and Tax calculations are prepared in MS Excel, adding excellent skills in MS Excel.
- Performed analysis and research to compile data to submit to the auditor for special projects.
- Prepare reports and analyses data as per the requirement using excel formulas and functions in a very fast and accurate manner.
- Drafted letters and responses addressing The clients, The income tax department, and other authorities using MS Word which gives me, experience in using MS Word.
- Has experience using Software such as WinMan, Tally, excel, word, etc.

Other works

- Prepared projected and provisional Financial statements for various clients for the purpose of Bank Loans /OD/CC.

- Provided administrative and management assistance in auditing, accounting, and taxation.
 - Handling office-related tasks such as answering phone calls and preparing letters, office planning, petty cash, and Online bank transactions/payments.
 - Performed general administration activities and made sure the office and its (digital) documents are neat and organized.
 - Regularly Scheduling and arranging face-to-face meetings with the clients to discuss the audit executions via email and telephone communications.
 - Trained and mentored junior clerks to consistently meet the audit goals.
 - Complete any other additional responsibilities as and when assigned.
 - Investigated daily variances and corrected errors to resolve discrepancies
 - Applied mathematical abilities to calculate and check figures in accounting systems
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CERTIFICATIONS

Integrated Course on Information Technology and Soft Skills under Institute of Chartered Accountancy of India, consisting of Information Technology Training (ITT) and Orientation Course (OC).

AFFILIATIONS

- An Active member and Participant of Southern India Chartered Accountants Students Association (SICASA)
 - Has been part of School Eco clubs and Social Service community, in coordinating and leading the Team .
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REFERENCE

**1) CA R. Ananthasankaran B.Com., FCA.
M No 017237.**

R Ananthasankaran & Associates,
TD Nagar 34, Cutcherry P O,

Kollam - 691013.

Mob No: 8281802520.

Email: ca.ananthasankaran@gmail.com .

DECLARATION

I hereby declare that all the statements given above are correct to the best of my knowledge and belief.



The Institute of Chartered Accountants of India
(Setup by an Act of Parliament)

STUDENT CARD

08/Mar/2022

SRN	SRO0586097	Name	ANANDHU M
Sex	MALE	Date of Birth	19/Jan/1995
Father	MANI LAL M	Mother	BABY S
Email	anadhum01@gmail.com	Mobile	8138081910
Aadhar		Category	SC
Correspondence Address	AYANIMOOTIL PADINJATTATHIL KULANGARABHGOM CHAVARA POST CHAVARA POST KERALA	Permanant Address	AYANIMOOTIL PADINJATTATHIL KULANGARABHGOM KOLLAM KERALA India KOLLAM KERALA IND
Pin	691583	Pin	691583
Phone	9495137379	Phone	9495137379

COURSE AND EXAM DETAILS:

COURSE	EXAMINATION TYPE	ENROLMENT DATE	RE-REGISTRATION DATE	MONTH OF PASSING	YEAR OF PASSING	ROLLNO	MARK	MAXMARK	PERCENATGE	RESULT STATUS
CONINT	GROUP 1	03/Jul/2015	11/Aug/2021	MAY	2018	403491	213	400		Passed
CONINT	GROUP 2	03/Jul/2015	11/Aug/2021							

TRAINING PROGRAM DETAILS:

Training Degree Name	Date of appearance test	Date of completion	Training Certificate No.	Training Certificate Institute Name	Passing Month	Passing Year	Training Status
ITT	29/Jan/2016	18/Feb/2016	ITT/S/20/9027755	CALICUT BRANCH OF SIRC OF ICAI	February	Two Thousand Sixteen	Passed
ORI	01/Jan/2016	24/May/2016	ORI/S/47/72194	QUILON BRANCH OF SIRC OF ICAI	May	Two Thousand Sixteen	Passed
OP		01/Jan/2016	QUILON/Orientation Programme/0000160	QUILON	January	2016	Passed
ITT		28/Jan/2016	CALICUT/2016/0000705	CALICUT	January	Two Thousand Sixteen	Passed

ARTICLESHP DETAILS:

MRN	NAME	Vac. Class	Comm. Dt	Deed Period	Status	Term. Dt	Leave	Comp. Period(Y-M-D)	Total Period Served(D)	Leave Eligible	Leave Taken	Excess Leave
017237	ANANTHASANKARAN R		04/May/2016	04/May/2016 03/May/2019	Completed	03/May/2019	154	03y 00m 00d	1095	156	154	0



Dear ANANDHU M,

This refers to Form 108 of the SRO0586097 articulated assistant received in our office on 05/09/2019. Entries regarding Completion/Termination of Article period of ANANDHU M (SRO0586097) on 03/May/2019 have been duly noted in the records maintained by the Institute.

The article assistant has taken excess leaves of 0 days.

Regards,
ICAI

Note - This is a system generated letter and hence no signature is required.