

# LAKSHMI G



## Communication Address:

Illickal House  
Manarcad P.O  
Kottayam-686019

## Contact Details:

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## Qualifications:

- ✓ M.Com with Finance

## Languages Known :

- Malayalam
- English
- Hindi

## CAREER OBJECTIVE

To devote a large part of my career to the well being of the organization with dedication, honest and accomplish my job responsibilities.

## STRENGTH

- Focused, clear-headed, straight-forward, objective-oriented with excellent communication / people skills.
- Versatile, proven ability to manage multiple tasks.
- Effective motivator of self and others.
- Demonstrated capability to resolve problems swiftly and independently.

## ACADEMIC PROFILE

- M. Com with Finance from Annamalai University [Distance Education], Chidambaram, Tamilnadu with 65% in 2017.
- B.com with Office management& Secretarial Practice from Basilius College, Kottayam, Kerala with 90% in 2015
- Higher secondary Education from Santamaria Public School(CBSE),Kooropada, Kottayam, Kerala with 81% in 2012
- Secondary Education from Mount Mary Public School (CBSE), Kottayam, Kerala with 78% in 2010.

## COMPUTER PROFICIENCY

- ✓ Operating System : All Windows OS.
- ✓ Office Suits : MS office Package( MS Word, Excel, Powerpoint)
- ✓ Accounting Software: Tally ERP 9, Winman CA-ERP
- ✓ Programming Language: Knowledge in Programming with C & C++

## **PROFESSIONAL EXPERIENCE**

- Working as a CA Article Assistant (Audit Assistant) in a Chartered Accountant Firm M/s M.S Padmanabhan & Associates, Kottayam.

Duration : January 2016- Present.

### **Works Undertaken:**

- Tax Audits.
  - Internal Audits & External Audit
    - Internal Audit: Chinmaya Vidhyalaya School, Illickal, Kottayam
    - External Audit: State Bank of India, Kurupunthara branch  
State Bank of India, Kottayam Branch
  - Tax Computations
  - Online Return Filing.
  - GST Return Filing( monthly return)
- Attended Internship for two months in:
    - Babu Kalluvaliyil & Associates, Ernakulam for 1 month accounting practice training
    - The Plantation Corporation of Kerala Ltd, Kottayam for 1 Month Office Management Training.
  - Attended One month ITT (Information Technology) as part of Chartered Accountancy Course in year 2016 (Microsoft office suits and Database)

## **REFERENCES**

### **❖ RAJESH.P**

CHARTERED ACCOUNTANT  
M.S PADMANABHAN & ASSOCIATES.  
CHARTERED ACCOUNTANTS,  
THIRUNAKKARA, KOTTAYAM, KERALA  
MOBILE – +919447602374

### **❖ SIMI SEKHAR S**

CHARTERED ACCOUNTANT  
PALAZHY,  
MARIATHURUTHU P.O,  
KOTTAYAM, KERALA  
MOBILE- +917558905869

### PERSONAL PROFILE

Gender	:	Female
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Hindu
Date of Birth	:	22 <sup>nd</sup> April, 1994
Place of Birth	:	Kottayam
Father's Name	:	Mr. R. Gopalakrishnan
Mother's Name	:	Mrs. UshaGopalakrishnan

### GENERAL

A keen willingness to learn - can work of own initiative & needs minimum supervision. Work for the attainment of the common organizational goal. Thanking you for your attention.

### DECLARATION

I hereby declare that all the facts above furnished are true and correct to the best of my knowledge and belief and offer excellent performance.

Place: Kottayam  
Date :

LAKSHMI.G