



## MEGHNA RAMESH

### SEMI QUALIFIED COST MANAGEMENT ACCOUNTANT

**Mobile :** +91-9539275629

**Email :** [meghnaramesh1220@gamil.com](mailto:meghnaramesh1220@gamil.com)

**Linked In:** [www.linkedin.com/in/meghna-ramesh-8177641b2](https://www.linkedin.com/in/meghna-ramesh-8177641b2)

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-imbursement 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 receivable
- Assisting in preparation of audit records.