

K LAKSHMI

Date of Birth: March 30, 1995

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CAREER PROFILE

- Detail oriented, efficient and organized professional with extensive experience in Taxation, Accounting and Auditing.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.

WORK EXPERIENCE

Articleship training details:-

T B L & Associates, Chennai.

FEB 2014 - FEB 2017

RESPONSIBILITIES

- Preparing audit programs in consultation with client.
- Finalization of financial statements including notes to accounts.
- Prepared Transfer Pricing study in compliance with Section 92D of Income Tax Act, 1961
- Preparation of Income Tax Returns of Corporate/Non-corporate Assessee's.
- Preparation of Form 15CB and Form 3CEB as per the Income Tax Act
- Preparing project reports of various clients.
- Involved in Limited Reviews and also in the finalization of accounts.

Assistant Manager:-

Govche India Pvt Ltd, Chennai

MAR 2019 – AUG 2020

RESPONSIBILITIES

- Supervising the preparation of monthly reports and ensuring closure of Books of Accounts of various corporate/non-corporate clients.
 - Administration of GST department in the company and maintaining coordination with various internal departments for smooth functioning
 - Preparing and Filing GST Audit Report in Form GSTR -9C for various corporate/non-corporate clients.
 - Filing of GST Refund applications
 - Filing of Forms 3CA-3CD and 3CB-3CD (Tax Audit under Income tax Act)
 - Filing of Income Tax Returns of various corporate / non-corporate Assessee's.
 - Evaluation of internal CRM Software and proposing suggestions for improvement.
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RESPONSIBILITIES

- Finalization of financial statements including notes to accounts
- Preparation of Income Tax Returns of Corporate / Non Corporate Assessee's
- Preparing Project Reports of various clients
- Preparing and Filing GST Audit Report in Form GSTR – 9C for various corporate / non – corporate clients.
- Handling Income Tax Assessment of various clients
- Filing of Forms 3CA-3CD and 3CB-3CD (Tax Audit under Income tax Act)

EDUCATION

Year	Institute	Degree	Percentage
2018	Institute of Chartered Accountants of India	CA	53.4%
2016	University of Madras	B.Com	50.6%
2012	Tilak Vidhyalaya Hr. Sec. School, Kallidaikurichi	Class XII	94.7%
2010	Tilak Vidhyalaya Hr. Sec. School, Kallidaikurichi	Class X	96%

PERSONAL TRAITS AND SKILLS

- Suitable for any Finance and accounts functions.
- Good presentation skills.
- Played as a key leader in the employment.
- Excellent in Tally.
- Conversant with Capitaline software used in Transfer Pricing.
- Good knowledge about an entity's finance working environment.
- Highly adaptive to any working environment.
- Event organizing skills.
- Problem Solving Skills.
- Negotiating Skills.
- Interpersonal and Team Management Skills.
- Keen learner with excellent IT skills ready to adapt with changing environments.
- Microsoft Power Point, Excel and Word.
- Good Communication Skills in English, Tamil and Hindi.

PERSONAL INFORMATION

Nationality	: Indian
Marital Status	: Married
Gender	: Female
Passport No.	: Applied
ICAI Mem.No	:251808
Address	: K N Apartment, Naalumukku, Kazhakkootam P.O, Trivandrum – 695582.