



HAJEESH M K

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A dedicated Semi qualified Chartered Accountant with work ethics and more than 7 years of experience in accounting and auditing field. expertise in all aspects of Accounting, Financial Management and Taxation and who has often been known for handling Revenue Management, Personnel Management, Corporate Policy Implementation, Financial Analysis as well as Reporting General Administrative Activities.

WORK EXPERIENCE

Accountant, Process Specialist

Infosys BPM Ltd, Bangalore India

Jan 2023 to Present Date

- Preparation of Year End Financial statement of an Outsourced company.
- Preparation of Financial statement of an Outsourced company for IFRS Period.
- Preparation of various Expense schedules for the purpose of Audit.
- Support month end and year end process.
- Preparation of Projected Financial Statement for the purpose of distribution of Dividend.
- Computation of Monthly TDS to be deposited.
- Computation of Closing accrual, TDS to be deposited during the shutting down of a location.
- Verification of Location wise Cross charge billing.

Accounts Assistant

The Pharmaceutical Corporation (IM) Kerala Limited, A Government of Kerala Undertaking, India

Jan 2022 to Jan 2023

- Assisting C&AG and Statutory Auditors in Execution of Audit of the Company.
- Preparation of Financial Statement as per Schedule III of Companies Act, 2013.
- Preparation of Directors Reports.
- Preparation and filing of GST Annual Return and GST Audit
- Finalizing and Reconciliation of Monthly GST Return Workings, Annual GST Turnover, Output GST and Input GST.

Personal Data

Age : 28
Nationality : Indian
Language : English, Malayalam, Tamil
Passport No : W8839603
Experience : More than 7 Years

Academic Qualification

❖ CA Final Level

The Institute of Chartered Accountants of India

❖ Bachelor of Commerce, Finance

University of Calicut

❖ Master of Commerce (Pursuing)

Indira Gandhi National Open University

Academic Achievements

- ❖ Secured Exemption (As per ICAI) in CA Intermediate for the papers of Advanced Accounting, Costing & Financial Management.
- ❖ First Topper in Govt. College for Bachelor of Commerce-Finance.
- ❖ Second Topper in Higher Secondary School.
- ❖ Served as Secretary of EDP Club in Gov. College

Technical Qualification

- ❖ 100 hours of Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) Course conducted by Institute of Chartered Accountants of India.
- ❖ Completed Virtual Management and Communication Skills (MCS) Course conducted by Institute of Chartered Accountants of India.
- ❖ Accounting Package: SAP, TALLY ERP. 9
- ❖ Proficient with Microsoft Office.

Key Skills & Personal Qualities

- ❖ Expertise in Accounting
- ❖ Finalization of Accounts and Audit
- ❖ Capable of handling any Computer aided software and finance systems.
- ❖ Cash Management
- ❖ Expert in Income Tax
- ❖ Financial Analysis and Reporting
- ❖ Client Relations
- ❖ Compliance of regulations

Audit Assistant/Article Assistant,

Sony C.L. & Associates, Chartered Accountants, India
Dec 2015 to Jan 2022

- Carrying out Internal Audit and Statutory Audit as per Indian Laws and presentation of Financial Statements
- Statutory Audit of Companies as per the Companies Act 2013 & Statutory Audit of Banks, and Audit of Non-Corporates.
- Interacted with key client management to gather information, resolve audit-related problems and make recommendations for business and process improvements.
- Gathered and analysed financial data to determine improvement efforts.
- Working with Service, Trade and Construction Industry
- Allotting Audit Works to Assistants and supervising and following up with the status
- Preparation & Review of Audit Reports (Tax Audit, VAT Audit Etc).
- Preparation of Projected and provisional Financial Statements.
- Tax Audit of Companies, Firms, AOP, Cooperative Banks, Cooperative Society, Individuals.
- Income Tax Return Preparation of Companies, Firms, AOP, Cooperative Banks, Cooperative Society, Individuals.
- Analysing Financial information and summarizing financial status.
- Filing Response to Income Tax Notice & Rectifications.
- Preparation of Financial Statement (Final /Provisional/ Projected) and Cash budget.
- Finalizing & Reconciliation GST Returns and Workings.
- Facilitating and implementation of Tax Law changed in the policies and procedures of Enterprise.
- Manage accounting assistants and book keeping.

Declaration

I hereby declare that all the information furnished by me is true to the best of my knowledge and belief.

HAJEESH M K