

Keerthana Babu

CA Finalist

A career-oriented Semi Qualified Chartered Accountant looking for an opening in an esteemed and growth oriented organisation, to carve out a responsible position where I could polish my skills and expand my horizons. Possess remarkable track record of meeting assigned targets in an efficient and effective manner.

Competent problem solver with proven capability of working in teams.

Contact



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Palakkad, Kerala - IN 678102

Passport details

- Nationality : Indian
- Passport no : T0389774
- Place of issue : Cochin
- Date of issue : 28-11-2018
- Expiry date : 27-11-2028

Education

Institute of Chartered Accountants of India

- Integrated professional Competence Course (53.14%) - Both Groups in same attempt *Sept 2018 - May 2019*
- Common Proficiency Test (61.5%) at First Attempt *April 2015 - Dec 2015*

University Of Calicut *Aug 2015 - Sept 2018*

Bachelor of Commerce
Specialised in Finance - First Class

Higher Secondary *June 2013 - March 2015*

Kerala State Board- Secured A+ in All Subjects with 94.5%

High School - *June 2011 - March 2013*

Central Board of Secondary Education- Secured 9.4CGPA (2-A1 and 3 A2)

Training - ICAI

- ICITSS-Information Technology
- ICITSS-Orientation Course
- AICITSS-Advanced I T
- AICITSS-Management and Communication Skills Course

Software

- Tally.ERP.9 and Tally Prime
- Winman
- CompuSoft
- TDS and GST utilities with java support.
- MS Office

Experience

Accounts Executive

Astral Business Consulting LLP

June 2023-March 2024

- Executive in Accounts Outsourcing team
- Dealing with various clients day to day book keeping.
- Preparing reports for monthly GST and TDS filing with other compliance.
- Preparation of MIS reports for the monthly analysis of sales profit and so on.

Articled Assistant

Ramachandran and Ramachandran Associates *Aug 2021-Nov 2022*

- Examining current and past financial data of various client organisations along with handling Tax audit in diversified fields.
- Preparation of Financial Statements and related compliance for various companies under Companies Act
- Preparing analytical statements like Provisional and Projected Financial Statements, Viability Reports, Project Report, etc.
- Exposure in Bank Audit, Credit Audit, and Company Audits.
- Preparing workings and filing monthly and quarterly GST returns.

Articled Assistant

Manohar Chowdry and Associates

Nov 2019-Aug 2021

- Management, book keeping and accounting services.
- Exposure in Stock audit, Statutory Audit, Tax Audit and Trust Audit. Preparation and filing of Income tax return, monthly and quarterly TDS returns, ROC compliance forms for Companies and LLP
- Planning of audit including drawing up an audit procedure Meeting clients and communicating with them.
- Gained experience in online bookkeeping services like Quick books, Zoho etc

Achievements

- Filed 100+ Income Tax returns within due dates.
- Worked on 10+ tax audits, including companies and trust, and met all compliance within date.
- Selected consistently in group assignments based on leadership and management skills
- Cleared IPCC both groups in single stretch with 2 exemptions
- Cleared CPT in First Attempt
- Secured 90+ in all subjects in Higher Secondary.

Language

English 
Hindi 
Malayalam 
Tamil 

Soft Skills

- Communication 
- Critical thinking 
- Team work 
- Leadership 