

SEENA PRABHAKARAN

(ACCOUNTING PROFESSIONAL)



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DOB: 18-08-1999



Kottarakara, Kollam, Kerala



SUMMARY

A Self-driven and enthusiastic Accounting Professional with 1 year experience in Direct and Indirect Taxation of India. A meticulous and detail-oriented professional with a strong foundation in Accounting, Finance and Taxation principles, proficient in the computation of GST. A passionate team leader with an exceptional understanding of GST and Income Tax compliances with remarkable client satisfaction.

EXPERIENCE

Accountant cum Audit Executive

18/01/2023 – 31/10/2024

CA Sreekumar and Associates Chartered Accountants Firm

Kollam, Kerala, India

- Entry of business transactions which includes Sales, Purchases, Expenses, Payments and Receipts which have been done monthly.
- Calculated tax and prepared GST returns using GSTR portal, ensuring prompt payments in adherence to tax laws and governance.
- Managed the end-to-end process of Employee State Insurance (ESI) and Provident Fund(PF) registration and filing for client companies.
- Handled GST registration for Companies and other establishments, ensuring compliance with GST laws and regulations.
- Conducted reconciliation of GSTR 2A & GSTR 2B for filing GST returns, ensuring accuracy and compliance with GST regulations
- Conducted reconciliation of tax returns with financial books and tax reports, ensuring correct reporting and effective management.
- Assessed GST on sales and Purchase ledger for filing the return in GST portal, ensuring accurate calculation and compliance with GST regulations.
- Provided GST training to members, enhancing their understanding of GST Laws and regulations
- Assisted members in preparation of Financial statements during Annual Audit, ensuring compliance with accounting standards and regulations

➡ CMA (INDIA) (PURSUING)

INSTITUTE: IAT PROFESSIONAL CAMPUS
BOARD: ICAI

➡ BCOM (FINANCE)

INSTITUTE: SG COLLEGE KOTTARAKARA
BOARD: KERALA UNIVERSITY

PERCENTAGE: 72%

➡ PLUS TWO (COMMERCE)

INSTITUTE: GBHSS KOTTARAKARA
BOARD: KERALA STATE BOARD

PERCENTAGE: 92.5 %

➡ TENTH (GENERAL)

INSTITUTE: KN SATHYABHALAN
MEMORIAL SN CENTRAL SCHOOL
BOARD: CBSE

PERCENTAGE: 94 %

SKILLS

1. MICROSOFT OFFICE
2. WINMAN TDS
3. WINMAN ITR
4. KNOWLEDGE ON GAAP
5. GOODS AND SERVICE TAX
6. LEADERSHIP
7. COMMUNICATION
8. ORGANIZATIONAL
9. TIME MANAGEMENT
10. PROBLEM SOLVING
11. ATTENTION TO DETAILS
12. LOGICAL THINKING
13. INITIATIVE
14. ABILITY TO MULTI-TASK
15. ADAPTABILITY

- Calculated and filed Income Tax returns as per Income Tax Act 1961 using Winman Software, ensuring accuracy and compliance with tax regulations.
- Handled Income Tax registration for Companies, Trusts, and Individuals, ensuring compliance with tax laws and regulations.
- Filed TDS returns quarterly as per Income Tax Act 1961 using Winman Software, ensuring timely and accurate submission.
- Allocation of bank payments and receipts against corresponding invoices, Bill's or expenses with verification of supporting documents
- Facilitated the removal of Director with ROC as per the Board Resolution.
- Managed the filing return of Small Company and OPC in form MGT 7A, ensuring compliance with regulatory requirements.
- Filed form AOC 4 and ensured regulatory compliance with relevant authorities.
- Maintained strong relationships with all clients, providing support for their filing and registration needs related to various forms specified in the Companies Act 2013. Provided personalized assistance and guidance to clients, ensuring their compliance with legal and regulatory obligations.
- Provided financial analysis and recommendations to management for decision-making
- Generated strong knowledge in audit work, conducting audits for various companies including Thiruvathira Agencies and A B Traders for the financial year 2022-23.
- Conducted bank audits and verified bank documents, ensuring compliance with banking regulations and internal policies of Indian Bank Kottarakara.
- Managed the process of company incorporation for clients, ensuring compliance with relevant regulations and requirements.
- Handled name reservation procedures, securing unique and appropriate company names for clients' businesses.

EXTRA QUALIFICATION

1. E-FILING
2. MICROSOFT INTERMEDIATE PROGRAM (WORD/EXCEL/POWERPOINT)
3. TDS FILING
4. GST REGISTRATION AND FILING
5. COMPANY FORMS FILING (COMPANIES ACT 2013)
6. DSC REGISTRATION
7. TALLY
8. ITR FILING

LANGUAGES

1. MALAYALAM
2. ENGLISH
3. HINDI
4. TAMIL

PASSPORT DETAILS

Passport Number: X9599460

Place of Issue: Trivandrum

Date of Issue: 21/06/2023

Date of Expiry: 20/06/2033