# SNEHA SARATH

@ anjoos26@gmail.com

8714330501

Current location - Coimbatore, Tamil Nadu


## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can learn new skills, develop knowledge and apply them effectively for the development of the organization.

## PERSONAL INFORMATION

- Profile: Female, 30, Married, Indian
  Languages known: English, Tamil,Malayalam

## EXPERIENCE

*Aug 2018 - Present*

Freelancer
Filing of income tax returns for individuals

## EDUCATION

*2023*

**Symbiosis centre of Distance learning,Pune**
Post Graduate Diploma in Business Administration with dual specialization in Finance and Operations.

*2011-2014*

**Srikrishna Arts and science College,Coimbatore**
Bachelor of commerce

## ARTICLESHIP EXPERIENCE

- Completed article training in an audit firm under a Chartered Accountant( Jan 2015 to August 2018)

## SKILLS

- Good Communication Skills.
- Hardworking,dedicated and sincere towards any tasks undertaken.
- Have high level of persuasiveness.
- Can work effectively in team, as well as individually.
- Have good inter-personal skills.

## WORK EXPOSURE

- Finalization of accounts and preparation of financial statements of companies,partnership firms and proprietorship firms as per revised schedule.
- GST computation,return filling and payment of GST.
- IT return filling of companies,partnership firms,proprietary firms and individual.
- Compliances under IT act with regard to TDS, advance tax etc.
- Service tax computation and return filling.
- Handling IT and GST scrutiny, cases and compliance with various enquiries,notices and orders.
- Maintaining all books of accounts as per companies act and IT.
- Performed Internal audit functions of various companies and firms.
- Drafting audit report as per reporting requirements of the companies audit report order,2003.
- Ensure compliance of Accounting standards,Auditing and assurance standards and other compliances.
- Conducting Tax audit and preparation of reports of individuals,firms and companies as per IT act,1961.
- Preparation of provisional/projected financial statements.
- Assisting clients in compliance requirements of direct taxation laws.
- Ledger scrutiny and vouching.

- Inspection of inventory,cash in hand,bank balances,Bank reconciliation statements to confirm records are accurate.
- Preparing audit programs in consultation with client.
- Finalization of annual reports including auditor's report,Director's report etc.
- Conducted statutory audit of various banks.

## COMPUTER PROFICIENCY

- Completed Diploma in Computer Applications from NIIT.
- Completed 100 hrs of Information technology training by ICAI.
- Hands on experience in Tally ERP 9 and MS office.

## WORKSHOPS AND ACHIEVEMENTS

- Attended 15 days General Management and Communication  Skill course conducted by ICAI.
- Presented papers on Inter college level.