

Subhashree K

No.19A, Kosumani Street,

Puzhal, Kavankarai,

Chennai- 600 066.

Mobile No: 9092042090

E-Mail: ayshasubha@gmail.com

Skills:

- DCA NON-Programming
- Typing Skill
- MS -Word and Excel
- Tally
- Taxation Software: Compu Tax

Professional Experience:

Finance & Accounts Manager

❖ *Repco Home Finance Limited, as an Assistant Manager from 2022 to 2023.*

- Preparation of Financials, Calculation of ECL provision and statutory compliance.
- Preparing and presenting financial reports for meeting.
- Co-ordination with statutory auditors.
- Performed Accounting and Auditing Functions
- Income Tax
- TDS filing and compliance
- Tax planning
- GST Monthly return filing and GST Audit Finalization.
- Prepared Reconciliation's Statements of Banks, Debtors, and Creditors etc.
- Preparation of Funds projection.
- Preparation of NHB returns and monitoring other statutory compliance.
- Preparation and analysis of monthly MIS
- Responsible for handling treasury management and co-ordinate with of ASM auditor.
- Preparing and presenting Board notes for meeting.

- Preparation of periodical reporting to NHB and SEBI as per Statute and supporting in preparation and Publishing of Quarterly Results and Annual Report to Stake holders.

Audit Assistant

❖ *Rajesh Kothari and Associates, Chartered Accountant as an audit assistant from 2015 to 2022*

- Performed Accounting and Auditing Functions
- Income Tax
- Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.
- Preparation of submissions against notices received from the income-tax authorities during the assessment and appeal proceedings
- Projecting tax liability and calculation of advance tax payable
- Tax audits for Private Companies, individuals and firms
- TDS filing and compliance
- Tax planning
- Statutory Audit
- Statutory audit of Private Limited companies engaged in trading and manufacturing businesses.
- GST Monthly return filing and GST Audit Finalization.
- Auditing of Ledger, Cash Books, and Daybooks etc. both in manual and computerized system.

Education:

- CA Inter pursuing
- B Com (Corporate Secretaryship)
CTTE College for Women – Chennai

Articleship:

Rajesh Kothari and Associates, Chartered Accountant under Article ship training completed (2017-2020)

Personal Profile:

Date of Birth: 16-06-1995

Marital status: Married