



Manama, Bahrain.



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Bahrain & Indian Driving license

# Maliha Shukkoor

## Chartered Accountant

### EXECUTIVE SUMMARY

A Chartered Accountant with 7+ years of experience and expertise in Auditing, Financial Reporting, Tax compliances for both direct & indirect taxation, Management Accounts, MIS Reporting, Auditing,

Excellent skills in MS Tools, software such as Tally, SAP, Zoho, Quick books, and other customized modules. Proven abilities in leading a team, meeting deadlines, smart working. Self-Learning in nature & able to work under limited supervision.

### EXPERIENCE (2015 Onwards)

#### Commercial Account Handler (Internal Audit) Gulf Agency Company, Bahrain [ July 2022- Present]

Conducting Internal audit of jobs, MIS reporting for cost analysis, profitability review and credit control. Ensuring revenue recognition on time, identifying, and resolving the issue is billing to cash flow cycle. Investigating incidence having financial impacts, conducting process audit as per ISO and ensuring internal controls in place.

#### Advanced Analyst, Tax ACR Consultant, Tax GCR

#### Ernst & Young (GDS), Cochin, India [Mar 2021- June 2022]

Handling the payable GLs of the clients, reviewing the booking of invoices, and adhering to accounting policies, reporting the payable position, expense mapping, and preparation of financial statements.

Worked with Saudi Taxation team during tax season for filing zakat & tax returns, WHT return, preparing for assessment and appeals, etc.

#### Finance Controller & Tax Consultant

#### Mytrip Houseboats, Alleppey, Kerala [July 2019 to Mar 2021]

Overall supervision of the accounts department, preparation of the budget, resource planning, financial reporting to partners, preparation and implementing SOPs, training the team, ensuring compliance with tax laws, and filing the Income Tax & GST returns.

#### Accounts Manager

#### Whyletz Branding Pvt Ltd, Cochin, India [Nov 2018- June 2019]

Ensuring the accounting policies are adhered to, financials are complete, preparing financial statements, assisting the audit team with all documentation and reports, and compliance with Income tax, GST, and ROC filing on time.

#### Article Assistant, as mandated by ICAI

#### Rajnish Singh & Co., Chartered Accountants, New Delhi [Aug 2015 – Sept 2018]

3-year mandatory comprehensive training in all areas – Accounting, auditing, taxation, Compliances, Insolvency & Bankruptcy Code, Customs, corporate law, financial management modules etc. as per CA Curriculum.

### EDUCATION

#### Chartered Accountancy - Final

The ICAI, New Delhi  
2020-2023

#### Chartered Accountancy – Inter (first attempt)

#### Chartered Accountancy – CPT (first attempt)

The ICAI, New Delhi  
2014-2015

#### B. Com (A&F) -75%

Indhira Gandhi National Open University  
2020-21

#### XII, Kerala State Board – 98%- all 6 A+

#### SSLC, Kerala State Board- 10A+

### INTERESTS & EXPERIENCE

- Auditing (Internal, External & Compliance)
- Financial Reporting, IFRS & US GAAP
- Accounts & Finance
- Income Tax (Corporate & Personal)
- Indirect Tax (GST, VAT, Customs)
- Cost Analysis & Credit Control
- Secretarial Compliance & Legal Drafting
- MIS Reporting
- Financial Investigation & Financial Budgeting
- Internal Audit (Financial & QMS)

### SKILLS & EXPERTISE

- MS Excel (Certified in Advanced Excel by CFI)
- MS Office
- Tally, SAP, Zoho, Quick Books, other customized modules
- Certified Internal Audit for ISO 9001,14001 & 45001(Certified by TUV SUD Middle East)
- EY Awarded with badges on Finance & BCM- Business Consumer Banking
- Accomplished "Future CEO Program" from Talerang associated with Harvard Business School (Leadership & Management course)