

OLEENA WILSON

CMA INTER | B.com

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Thiruvalla, Pathanamthitta,, Kerala, 689102

DOB : 02/11/2002

EDUCATIONAL QUALIFICATION

Course	Year	Institution	Marks/Percentage	Remarks
CMA Intermediate	2024	Institute of Cost Accountants of India (ICMAI)	472/800	Cleared at 1 st Attempt
B.COM (Finance and Taxation)	2023	MG University, Kottayam	91.7%	Scored A+ grade in all semesters.
12 th Grade	2020	Kerala Board of Higher Secondary	97.75%	Scored A+ grade in all subjects.
10 th Grade	2018	Kerala Board of Public Examinations	93%	Scored 90+ in all subjects.

WORK EXPERIENCE

- **Article Assistant, GTK & Associates** **June 2023 - Present**
(Leading CA Firm with 3 partners having 200+ clients)
Kerala, India
- **Subject Expert, Chegg India** **March 2023-May 2023**
(Finance and Accounting)
Delhi, India

Taxation

- Assembled, analyzed and filed 50+ **GST returns** and done **GST Registration**.
- Prepared and filed 50+ **Income tax returns** for a diverse base of clients.

Audit and Assurance

- Coordinated **Company Audits** across five diverse sectors including **healthcare and manufacturing**; findings contributed to improving internal controls that enhanced client operational efficiency noticeably during subsequent business activities.
- Conducted independent **Tax Audits** for diverse Partnership Firms and Sole Proprietorships, ensuring compliance and accuracy.
- Executed **Concurrent Bank Audits**.

Miscellaneous

- Compiled & prepared Books of Account and Financial Statements of Sole Proprietorship & Partnership Firms.
- Experienced in filing of different forms like, **DPT-03, MGT 14 & Form STK 2 and STK 8**.
- Experienced in filing forms for the **Winding up of company**.
- Preparation of **Net Asset Certificates** with precision.
- Proven experience in developing financials of **Projection and Estimation** to inform business decisions.

LEADERSHIP ABILITIES, EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENTS

- Trained and Mentored 4 new Colleagues for a period of 2 months during Articleship.
- Won in Intercollegiate Project Presentation Competition in 2023.
- Cleared CMA Intermediate Both Groups at 1st Attempt.

ADDITIONAL SKILLS

Technical skills : Working knowledge of MS Excel, MS Word, Tally ERP 9 & Prime, Winman Software

Languages : Fluent in English and Malayalam, Intermediate in Tamil and Hindi.

Soft Skills : Utilize strong analytical and problem-solving skills, with attention to detail and ability to multitask effectively.

Certifications : 100 hours e-filing and Soft Skills Training conducted by ICMAI in collaboration with Microsoft and Cambridge University.
Certification in Microsoft Excel proficiency.