

Aleena P. Thomas

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Work Profile: Cost Accounts

Certified CMA with close to 5 years of experience handling more than 15 clients from diverse industries such as communication, manufacturing, pharmaceuticals, real estate and healthcare. Have worked extensively in management of general accounting functions, cost accounting reporting, audit and risk forecasting helping organisations achieve 100% compliance zero-defect filing and cost savings for the business by identifying and rectifying revenue leakages from product and processes.

Core Competencies

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|---------------------------------------|--------------------------|
| ■ Financial Statement Preparation | ■ Cost Variance Analysis |
| ■ Cost Sheet Preparation | ■ Process Audit |
| ■ Reporting and Presentation | ■ Audit of Fixed Assets |
| ■ Cost Audit | ■ Ageing Analysis |
| ■ Cost Reduction and Control Measures | |

Work Experience

Cost and Internal Auditor | BBS & Associates, Kerala

Oct 2016 - Present

Professional firm that provides financial solutions with management accounting perspective

Accounting Duties

- Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Manage financial planning, budgeting and project cost analysis; implement cost control measures.
- Ensure accurate Cost allocation to Cost Centres and Cost Units, and proper tracking of Overheads.
- Maintain Fixed Asset Register, manage its Valuation, Vouching, Depreciation Insurance Policy, and conducted audit on Fixed Assets.
- Develop and implement document record keeping and accounting in a computerized environment.
- Monitor all general ledgers accounts together with costing efforts and its supporting transaction documents.
- Compare actual performance with budgeted performance and analyze the reasons of variance and report to the management.
- Develop financial forecast for capital budgeting, accounts receivables, payables, cost accounting systems-procedures, fixed assets ledger and capital expenditure.
- Develop and implement document record keeping and accounting in a computerized environment.
- Prepare feasibility reports & projected financial statements.
- Reconcile inventory at multiple warehouses and journal entries to balance general ledger with perpetual inventory system.
- Review internal controls, business procedures and plan strategies for cost reductions.
- Prepared Cost Sheet for Products and services based on Cost Accounting Standards and Annexes for Cost Audit Report as per Companies Cost Record and Audit Rules.

Achievements

- Resolved irregularities of Rs. 2.7 Crore in items which had to be amortized over five years.
- Reconciled Rs. 1 Crore increase in annual cost that was wrongly apportioned to domestic sale; carried out rectification for reallocation to export sale.
- Achieved Rs. 8 Lakh cost saving through profitability analysis to determine product margins.
- Enhanced revenue by Rs. 7 Lakh by auditing activation process; identified bottlenecks and implemented process improvement measures for revenue maximisation.
- Undertook detailed study on risk implications and formulated 10-step process for mitigation
- Analysed debtors and creditors on a rolling 30 days basis to give an overview of receivables and payables to the management.

Top Clients

Manufacturing Industry : OEN, Terumo Penpol, Aspinwall, Delphi Connection Systems, Midas
Healthcare Industry : Aster DM HealthCare, KIMS, MIMS, Lakeshore
Real Estate Industry : RDS, Asset Homes
Communication Industry : Asianet Satellite Communication
Petroleum Industry : Petronet CCK

Certifications

Certificate in GST

Bombay Stock Exchange and IBMC

Sales Tax Consultant & Practitioner

Registration No. 357/88

Certificate in Computerized Accounting and Finance

Institute of Cost Accountants of India

Professional Skills

- MS Office (Excel & Word)
- Tally ERP 9

Education

Cost & Management Accountant

Institute of Cost Accountants of India

2018 - 2021

Master of Commerce (Finance)

Madurai Kamaraj University

2012 - 2014

Bachelor of Commerce (Computer Application)

University of Calicut

2008 - 2011

Personal Details

- Nationality : Indian
- Date of Birth : 07-03-1990
- Marital Status : Married