

NIYA SUSAN SHAIJU

CMA Final Candidate (Group 3 Cleared, SCM: 72, SFM 76) | Cost & Financial Analyst

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PROFESSIONAL SUMMARY

Cost & Financial Analyst and CMA Final candidate (Group 3 cleared) with hands-on experience designing and operating manufacturing costing systems from the ground up. Skilled in BOM development, product cost sheets, variance analysis, pricing support, and inventory valuation, with additional grounding in statutory audit, GST, and tax compliance from a public-practice background. Brings a strong record of building costing infrastructure where none existed and translating cost data into actionable input for pricing and profitability decisions.

CORE COMPETENCIES

Cost Accounting & Cost Control	Product Costing & BOM Analysis
Inventory Valuation & Management	Budgeting & Forecasting
Financial Analysis & P&L Review	Pricing & Margin Analysis
GST & Tax Compliance	Statutory & Internal Audit
Tally Prime	Advanced MS Excel

PROFESSIONAL EXPERIENCE

Cost & Financial Analyst | Cosmo Fibres

February 2025 – Present

- Built the company's first structured costing system from scratch using Tally and Excel, establishing BOM frameworks, standard cost sheets, and product profitability models where no formal costing process previously existed.
- Own end-to-end product costing and margin analysis across the product portfolio, generating pricing inputs that directly inform commercial and strategic decisions.
- Conduct monthly variance analysis and P&L reviews to track cost trends, identifying cost-saving opportunities and improving management's visibility into margins.
- Analyze labour wage structures and recommend rate adjustments to improve labour cost efficiency, supporting management decisions on workforce costing.
- Monitor inventory valuation and contribute to budgeting and forecasting cycles, strengthening the accuracy of cost projections used in planning.
- Compile cost and financial data to support the company's patent application process, ensuring documentation met financial and IP requirements.
- Developed an interactive web-based product brochure that improved customer engagement, demonstrating cross-functional initiative beyond core costing duties.

Audit & Tax Assistant (Articleship) | Roy Varghese & Associates

Jul 2022 – Dec 2023

- Independently executed NSDL internal audits for Depository Participants, ensuring compliance with regulatory requirements and internal control procedures.
- Managed end-to-end KYC compliance audits, completing over 1,000 CKYC verifications with high accuracy against regulatory standards.
- Prepared and filed Income Tax Returns (ITR) for individual clients, ensuring accurate reporting of income and deductions and timely compliance.
- Compiled audit working papers, audit reports, and compliance documentation that supported timely completion of statutory and internal audit engagements.
- Conducted statutory and internal audits, verifying financial records and internal controls against applicable laws and regulations.

- Coordinated directly with the Development Commissioner at CSEZ on SEZ documentation, securing regulatory approvals and client location confirmations.
- Supported clients on tax compliance matters, including tax computations, supporting documentation, and resolution of audit queries.

ACADEMIC QUALIFICATIONS

Qualification	Institution	Score	Year
CMA Final	Institute of Cost Accountants of India (ICMAI)	Group 3 cleared: 56.75% (SCM: 72, SFM: 76)	2025
M.Com (Finance)	Pondicherry University	Pursuing	—
CMA Intermediate	Institute of Cost Accountants of India (ICMAI)	51.13%	2023
B.Com (Accounting & Finance)	Annamalai University	52.86%	2023

LANGUAGES

- English — Proficient (Professional Working Proficiency)
- Malayalam — Native (Bilingual Proficiency)
- Tamil, Kannada & Hindi — Intermediate (Limited Working Proficiency)