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SUMMARY

Overall 10 years of experience in Auditing, Accounting, Taxation and preparation of financial statements including audit report. 9 years in India and around 1 year experience in UAE. Good knowledge in accounting and costing, especially in Tally accounting software. Highly adaptable in changing financial environments with strong organizational and analytical skills.

CAREER OBJECTIVE

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn and grow by delivering results. Presently seeking a professional and satisfying role in reputable company under a good team.

ACADEMIC QUALIFICATIONS

*** Present: Doing CA (Chartered Accountancy)**

- 1.) B.Com (University of Calicut): Don Bosco College, Trissur, Kerala [65% - 2013]
- 2.) Plus two/ +2: St Thomas High School, Trissur, Kerala [78% - 2010]
- 3.) SSLC: St Thomas High School, Trissur, Kerala [67% - 2008]

WORK EXPERIENCE – 1

Roll - Accountant (Present)

Asset Accounting, Financial Consultancy Firm, since Jan 2022 (Al ain – UAE)

(An Accounting & Financial consultancy firm at Al ain, having more than 250 clients and enough man power established in 2017)

Main responsibilities and jobs assigned:-

Handling more than 5 clients which includes (Wholesale, Real estate, Manufactures etc.). Day to day transactions of the clients. Preparing the monthly and quarterly financial reports of the clients. Preparing and filing of FTA in quarterly. Reconciliation of banks and branch transactions of clients. Preparation of budgets and cross checking of the previous budgets with the actuals.

WORK EXPERIENCE – 2

Roll – Accounts Head

**Orocleanx, - Chemical Company (Home & Personal care products) April, 2018 to Jan, 2022
(Trissur, Kerala – India)**

(A chemical company having production, Marketing and Distribution of home & personal care products.)

Main responsibilities and jobs assigned:-

Detail-oriented monitored all kinds of financial procedures and ensured implementation of federal and state law regulations. Managed the team of 4 accounting specialists responsible for payroll, accounts payable and receivable and billing. Coordinating and analyzing the production and purchase. Maintaining the proper stock positions. Analyzed monthly and quarterly financial statements and presented the reports to the senior management. Performed budget forecasts and consistently worked on costs reductions. Maintained accounting ledgers and monitored preparation of the balance sheets. Provided leadership and accounting advice for the team members. Prepared documentation for annual external audits.

WORK EXPERIENCE – 3

Roll – Accountant

**Jos Alukkas, Jewellery Corporate Office (Branded Jewellery Group in India)
March, 2016 to April, 2018 (Trissur, Kerala – India)**

(A Branded Jewellery group in India having more than 34 showrooms in all over the India and also one of the top real estate dealers.)

Main responsibilities and jobs assigned:-

Represented the firm as an Accountant. Conducting audit and verification of day to day financial activities. Act as a personal secretary of CFO (JAMES JOS CA, CS) JOS ALUKKAS GROUP. Assisting him in preparing reports to the management and to the banks. Preparing monthly reports of GST (India's new TAX system) and filing it monthly. Assisting Company's accounting retail software team for making alterations in the software. Preparing consolidated and branch wise financial statements and financial reports. Monitoring branch accounts daily and conducting bank reconciliation with Head Office.

WORK EXPERIENCE – 4

Roll – CA Articleship

T I Mathew & Co. Chartered Accountants (Well reputed and CA Audit firm in Kerala)

Main responsibilities and jobs assigned:-

Represented the firm on a variety of audit assignments comprising Audit of small & medium sized companies. Preparation of Income Tax Returns, Service Tax returns, Company returns, TDS returns and VAT related filing and document preparations. Preparing project reports for Bank financing. Registration procedures under Indian Companies ACT, Indian partnership ACT, Service Tax, Foreign trade (Importer/Exporter License) and VAT related registrations.

Clientele:

Statutory Audit of banks: Worked as a team member for statutory Audit of branches of various banks including Bank of India, State Bank Of India etc.

KEY SKILLS

Computer literate with knowledge of Word, Excel, PPT and industry related software desired. Able to multi-task and ability to priorities tasks consistent with business objectives. Strong comprehension to the Uniform System of Accounts. Fluent in English. Strong financial management skills.

PERSONAL DETAILS

Date of Birth: 22nd Feb, 1992

Gender : Male

Marital Status : Married

Languages Known : English, Malayalam (Mother tongue)

Nationality : Indian

DECLARATION:

I hereby declare that the information furnished above is true and best of my knowledge & belief.

SHEEN K VARGESE