

JAIN MARY K FRANCIS

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WORK EXPERIENCE

F AND L DESIGNERS

Kottayam Kerala, India

Audit and Accounts Manager

Mar 2023 - Sep 2023

- Developed and implemented a new contract negotiation process resulting in a 30% increase in profit margins for the company.
- Implemented streamlined tax filing processes, reducing average filing time by 25% and increasing overall efficiency.
- Conducted detailed analysis and reconciliation of company's bank statements, identifying and resolving discrepancies that resulted in a 95% improvement in accuracy.
- Preparation of Final accounts

HARISREE ASSOCIATES

Karukachal Kottayam India

Tax Consultant

Nov 2017 - Aug 2022

- Provided administrative and management assistance to Auditor and directed activities in office
- Supervised in Registration and filing of Income tax, GST, Service Tax, E- Tender, VAT and TDS
- Assisted in Tax Audit, Internal Audit, Indirect Tax Audit
- Prepared Final Accounts
- Assisted in Finalizing the financial statements and audit report
- Company Law Consultancy and Annual Filing

SAJU AND JOSE CHARTERED ACCOUNTANTS

Kottayam - 686004 INDIA

Senior Audit Assistant

Oct 2016 - Nov 2017

- Finalization of Accounts
- Internal Audit – Banking, Educational, Service and Retail Sectors
- Statutory Audits – Banks, Manufacturing Companies, Trading Concerns, Service sector, Educational Institutions and Construction Companies
- Concurrent, Revenue and Stock Audits for Banks
- Tax Audits
- Company Law Consultancy and Annual Filing
- Goods & Service Tax Compliance and Audit, Value Added tax and Service tax Returns

EDUCATION

MADURAI KAMRAJ UNIVERSITY, MADURAI (Regional Institute of Management Studies)

MADURAI

Master of Business Administration(MBA)

Graduation Date: Date

MAHATMA GANDHI UNIVERSITY, KOTTAYAM

KOTTAYAM

Bachelors in Commerce (BCOM)

Graduation Date: Date

SKILLS

Experience with accounting software and data entry Excellent understanding of accounting rules and procedures, including the Generally Accepted Accounting Principles Advanced knowledge and experience with spreadsheets Ability to work independently Analytical skills.