

# JAIN MARY K FRANCIS

Ph: 971501671963 E-Mail: jainmk.francis@yahoo.com

## 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.