



# JYOTHI MARIA MATHIAS

Semi- Qualified Chartered Accountant

## ABOUT ME

Diligent and sincere, looking for an opening in a growth oriented organization, to carve out a responsible position where I can utilize my skills and simultaneously develop new ones, which helps me grow as an individual.

## WORK EXPERIENCE

- SN Associates** 12-2019 to 03-2022  
Accounting & Tax Consultants,  
Udupi, Karnataka, India  
**Accountant**
  - Preparation and Finalization of Books of Accounts of Partnership firms, Trusts, Individuals (using Tally ERP9, BUSY)
  - Filing of Income Tax Returns, GST Returns etc
  - Preparation of Bank Reconciliation Statement
  - Preparation of Project Reports
- Bharatheesha & Associates** 06-2016 to 06-2019  
Chartered Accountants,  
Udupi, Karnataka, India  
**Articled Assistant**
  - Conducting Tax Audit and preparation of reports of Individuals, Firms and Companies as per Income Tax Act, 1961.
  - Ensure compliances of Accounting Standards, Auditing and Assurance Standards and other Compliances.
  - Filing of Income Tax Returns, GST Returns etc
  - Conducted Physical Verification Stock
  - Performed Concurrent Audit & Statutory Audit of Banks

## CERTIFICATIONS

- Accounting Technician Certificate from Institute of Chartered Accountants of India
- Undergone Advanced Information Technology organized by the UDUPI branch of SIRC of ICAI
- Undergone 15 days MCS Course organized by the Mangalore Branch of SIRC of ICAI
- Attended 35 Hours Orientation Programme organized by UDUPI Branch of SIRC of ICAI
- Undergone Information Technology Training Course at UDUPI Branch of SIRC of ICAI

## SKILLS

- Strong Knowledge of accounting principles and regulations
- Proficiency in Accounting Software
- Ability to learn quickly and adopt to any situation
- Strong analytical and Problem solving skills
- Excellent attention to detail and accuracy
- Ability to work Independently and meet deadlines

## CONTACT

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Dubai, UAE

## EDUCATION

2013-2018

CA - INTERMEDIATE

Institute Of Chartered Accountants  
Of India

2013-2016

BACHELOR OF COMMERCE

Mangalore University

## PERSONAL DETAILS

- D.O.B : 9th October 1995
- Sex : Female
- Nationality : Indian
- Marital Status : Single
- Passport number : T6522305
- Place of birth : Mangalore

## LANGUAGES

- English
- Hindi
- Konkani
- Kannada
- Tulu