



# JYOTHI MARIA MATHIAS

Semi- Qualified  
Chartered Accountant  
CA-FINAL (Group- II cleared)

## About Me

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



**+971 0503085269**



**mariamathias995@gmail.com**



**DUBAI, UAE.**

## LANGUAGES KNOWN

- English
- Hindi
- Konkani
- kannada
- Tulu

## PERSONAL DETAILS

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

## EXPERIENCE

### Accountant

01-12-2019 31-03-2022

**SN Associates, Accounting & Tax Consultants, Udupi, IN**

### Articled Assistant

07-06-2016 06-06-2019

**Bharatheesha & Associates, Chartered Accountants, Udupi, IN**

## EDUCATION

### CA- FINAL (Group - II)

05-07-2023

The Institute Of Chartered Accountants Of India

### CA- Intermediate

**30-07-2013 29-07-2018**

The Institute Of Chartered Accountants Of India

### Bachelor of Commerce

16-06-2013 30-05-2016

Mangalorre University

**Graduated with 1st Rank From Sri Poornaprajna Evening College udupi**

## ROLES AND RESPONSIBILITIES

- Preparation and Finalization of Books of Accounts of companies, Partnership firms, Trusts, AOP, Individuals (using Tally ERP9,BUSY)
- Taxation Preparation and Finalization of Income Tax, VAT,GST Returns of corporate and other assesseees (Winman software,Income Tax Utility)
- Filing of Income Tax Return, Karnataka VAT Return, TDS Return, Professional Tax Return, and GST Return Conducted Tax audits for Income Tax Reporting for Various clients Ensured Compliance with standards on Auditing and Accounting, CARO & other Comapny Act Requirements
- Preparation of Bank Reconciliation Statement
- Prepared Projects Reports For Bank Finance
- Purpose Handled Concurrent Audit & Statutory Audit of Banks

## TECHNICAL SKILLS

- Excellent Knowledge of Accounting and Auditing
- Principles Can Work efficiently in Tally (All Versions)
- Very well Versed with Ms- Excel
- Good Command over Accounting
- Well-versed with the Balance sheets
- Comprehensive problem solving abilities
- Good Mathematical calculations

## INTER- PERSONAL SKILLS

- Ability to deal with people diplomatically
- Ability to learn quickly and adopt to any situation
- Willingness to learn, team facilitator and hard worker
- Positive attitude, Determined, High Energies
- Multitasking Ability

## CERTIFICATIONS

- Accounting Technician Certificate from Institute of Chartered Accountants of India
- Undergone (AICITSS) Advanced Information Technology organised by the UDUPI branch of SIRC of The Institute of Chartered Accountants of India, New Certificate NO: UDUPI/AIT/0000044 (Tally , MS Office, SAP Overview) Secured A Grade
- Undergone 15 days course on (AICITSS) MCS Course organised by the Mangalore Branch of SIRC of The Institute of Chartered Accountants of India, New Certificate NO: MANGALORE/MCS Course/0000145
- Attended 35 Hours Orientation Programme organised by UDUPI Branch of SIRC of The Institute of Chartered Accountants of India, New Delhi Certificate NO: UDUPI/Orientation Programme/0000069
- Undergone Information Technology Training Course at UDUPI Branch of SIRC of The Institute of Chartered Accountants of India, New Delhi Certificate NO: UDUPI/2015/0000146
- VAT in the UAE: Principles and Application - Udemy
- SAP Financial Accounting and Controlling – Udemy

## HOBBIES & INTERESTS

In my spare time, i enjoy watching sports, playing music ,solving puzzles and Gardening etc.