


**CONTACT INFO:**

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Jerin Xavier

Accounts and Finance Executive

CAREER OBJECTIVES

An aspiring accounts and finance professional seeking entry/mid-level roles in an organization that could help me learn new skills. Excited to deliver my potential of financial analysis and strategic implementation with a novel approach towards the development of the company.

WORK EXPERIENCE

G Joseph & Associates (Article assistant_ June 2020- February 2021)

Cyriac & Associates (Article assistant_ March 2021- June 2023)

Cyriac & Associates (Audit Executive_ July 2023- September 2023)

- Conducted internal audits of various companies/corporations in different sectors including entities governed by Central Government.
- Accounting, Bookkeeping, Bank reconciliation and Payroll preparation for various companies.
- Assisted in Investigation and Audit of all aspects of Stock process including Store security and safety, Regulatory compliances, Record keeping and scheduling.
- Preparation of financial statements and tax audit reports of Firms and Companies.
- Created customized reports based on client specifications.
- Assisted in the monthly preparation of MIS reports for companies to help management to predict business performance.
- Reviewed month-end activities for the businesses and helped managers understand the key financial metrics to drive efficiency and profitability.
- Computation of Income tax Liability, preparation and filing of Income tax returns of Individuals, Partnership firm as per Income tax act.

SOFT SKILL EXPERIENCE

- Experienced in Tally ERP
- Experienced in Tax Return Filing
- Experienced in MS Office
- Experienced in Data Analyzing and reporting

ACADEMIC CREDENTIALS

- B.Com (Finance and taxation) degree from University of Kannur in 2019 Passed with Distinction and A Grade (83.98).
- University topper in second semester(B.Com Finance and taxation)
- Pursuing CA Intermediate.

CERTIFICATION

- Tally ERP training
- Certification of completion in Integrated Course on Information Technology and Soft Skills (ICITSS), ICAI.

SKILLS

- Excellent communication skills
- Team Player
- Fast learner, curious and adaptive
- Proficient knowledge in MS Excel
- Working knowledge in MS Word, MS PowerPoint and Tally.

PERSONAL DATA

Date of Birth : 11/09/1996
Gender : Male
Marital Status : Single
Language : English, Malayalam.
Nationality : Indian
Passport No : W6041232
VISA Status : Visiting

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Al Nahda 2, Dubai

Jerin Xavier