

JOBIN SHAJI

Accountant



0522343920



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Ras Al-Khaimah



ABOUT ME

Detail-oriented Associate Auditor with a proven track record in financial analysis and compliance auditing. Experienced in assessing financial records, internal controls, and procedures to ensure adherence to regulatory standards. Proficient in conducting comprehensive audits, documenting findings, and providing valuable recommendations. Dedicated to maintaining the highest levels of integrity and professionalism while contributing to organizational success.

EXPERTISE

- Financial audits
- Compliance
- Accounting principles
- Financial statements
- Internal controls
- Audit findings
- Documentation
- Data analysis
- Recommendations
- Audit planning
- Stakeholder communication
- Risk assessment
- Audit procedures
- Regulatory compliance
- Ethical standards
- Communications
- Time management

TECHNICAL SKILL

- Tally ERP 9
- MS Word
- MS Excel
- Winman ERP

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

(Finance Management & Human Resource Management)

KTU University, Thivandhapuram, Kerala, India

2020 -2022

BACHELOR OF BUSINESS ADMINISTRATION

MG University, Kerala, India

2017 -2020

HIGHER SECONDARY

Board of Higher Secondary Examinations, Kerala, India

2015 -2017

HIGH SCHOOL

Board of Public Examinations, Kerala, India

2014 -2015

WORK EXPERIENCE

ASSOCIATE AUDITOR

CA Cherian Thomas &Co. Pathanapuram, Kerala, India

01/2023 to 04/2024

- Conducted financial audits of company accounts to assess compliance with accounting principles and regulations.
- Reviewed financial statements, ledgers, and reports to ensure accuracy and integrity of financial data.
- Examined internal controls and procedures to identify weaknesses and areas for improvement.
- Prepared audit workpapers and documentation to support findings and conclusions.
- Analyzed financial data and trends to detect irregularities or discrepancies.
- Communicated audit findings and recommendations to management and stakeholders.
- Conducted interviews and inquiries to gather information and evidence during audits.
- Assisted in the development and implementation of audit plans and strategies.
- Participated in meetings with clients to discuss audit objectives, scope, and findings.
- Followed up on audit recommendations to ensure corrective actions were implemented.
- Led and conducted forensic audit to uncover financial irregularities, including fraud, embezzlement, and misappropriation of funds.

LANGUAGE

ENGLISH

Speaking, Reading, Writing

HINDI

Speaking, Reading, Writing

MALAYALAM

Native language

PERSONAL DETAILS

Nationality : Indian
D.O.B : 18-12-1998
Gender : Male
Marital Status : Single

HOBBIES



Reading



Traveling



Music

PROJECTS

- **A Study on Grievance Redressal**

Successfully executed a project focusing on "Employee Grievance Redressal" within Tracancore Company, located in Ernakulam, Kerala.

- **A Study on Performance Management**

Accomplished a project centered on "Employee Performance Management" at Mount Zion Medical College, situated in Adoor, Pathanamthitta, Kerala.

- **Internship**

Successfully concluded an internship program within the HR Department at Tierra Foods India Pvt. Ltd., situated in Elamanoor, Kerala.

PASSPORT DETAILS

Passport No : T0565770
Date of Issue : 07/03/2019
Date of Expiry : 06/03/2029
/Place of Issue : Trivandrum

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

JOBIN SHAJI