

ANNA JOBY



PROFILE SUMMARY

I am a master graduate in commerce with hands-on experience in accounting and financial management. Skilled in areas such as finalizing accounts, handling tax filings, and managing GST and income tax returns, I bring a strong attention to detail and a commitment to accuracy. My background includes working with chartered accountants, where I developed expertise in financial statement preparation, internal audits, and compliance. I am dedicated to supporting efficient financial operations and am always eager to expand my knowledge in the field.

WORK EXPERIENCE

ACCOUNTS ASSISTANT (03/10/2023 - 02/11/2024)

JACOB AND JACOB CHARTERED ACCOUNTANTS, PALA

- Handled comprehensive financial and tax-related tasks within a dynamic chartered accounting firm.
- Ensured accurate finalization of accounts, providing precise financial statements and actionable insights.
- Executed TDS and TCS filings with strict adherence to compliance, optimizing tax management for clients.
- Conducted GST-related tasks, including detailed filings and regular updates, ensuring alignment with regulatory requirements.
- Performed in-depth internal audits, identifying financial discrepancies and suggesting corrective measures to improve efficiency.
- Managed income tax return filings, optimizing client liabilities and ensuring timely compliance.
- Prepared and analyzed financial statements, delivering comprehensive reports to support strategic financial planning and decision-making.
- Facilitated firm registration processes and expertly drafted deeds, ensuring seamless establishment and compliance for new business entities.

CONTACT

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EDUCATION

- Master of Commerce - Finance and Taxation**
Mahatma Gandhi University - 2024
- Bachelor of Commerce - Finance and Taxation**
Mahatma Gandhi University - 2021
- Higher Secondary**
Mahatma Gandhi Government HSS, Pala - 2018
- 10th (CBSE)**
Jyothi Public School and Junior College, Paika-2016

LANGUAGES

- English
- Malayalam

SKILLS

- Finalization of Accounts
- TDS & TCS Filing
- GST Filing and Compliance
- Internal Audits
- Income Tax Return Filing
- Financial Statement Preparation
- Firm Registration and Deed Drafting
- Tax Audits
- Attention to Detail
- Financial Data Analysis