

Abraham Jose

CA Finalist || B.Com ||
Pursuing CPA

On visit visa valid till March 08

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


+971 568307691: Phone

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08-04-1995: D.O.B

A CA Finalist and B.com graduate with 4 years of experience (including 3 years of articleship experience) in the field of Audit, Accounting and Taxation. I am looking forward to secure a challenging position in a reputable organization in UAE to expand my learning, knowledge, and skills. To work in the auditing sector to attain higher growth perspective, thereby increasing the business for the organization along with the reputation of the firm in the business world.

EDUCATION

-  **The Institute of Chartered Accountants of India (ICAI)**
CA Finalist
-  **The Indira Gandhi National Open University (IGNOU)**
Graduated in commerce
-  **Lourdes Public School and Junior College**
Higher secondary education
-  **The Baker Vidyapeedh, Kottayam**
Pre-Matriculation

Pursuing, CPA (AICPA) & PGCM - Public Accounting (AIMA)

WORK EXPERIENCE

AUDIT ASSISTANT

RANGAMANI ASSOCIATES, CHARTERED ACCOUNTANTS
Feb, 2021 - Feb, 2022 Kottayam, Kerala

Achievements/Tasks

- Participated directly in the performance of audit procedures, as appropriate in the scope and strategy, execution and conclusion phase and prepared the relevant work papers and deliverables.
- Assisted in preparation of financial statement, reports and analytical procedures as necessary.
- Assisted in conducting scheduled monthly, quarterly and annual audit.
- Drafted responses to GST Notices and Income Tax Intimations.

SKILLS

Knowledge and understanding of Indian Accounting Standards (Ind AS), US GAAP and other framework.

Solid experience in tools/software like, Tally, Hotelier, Winman, Finacle Banking Software and PosBytz ERP Software.

Superior knowledge in MS Office (Excel-Shortcuts and formula functions, Charts and Graphs and Vlookup), Word, Outlook and PowerPoint.

CERTIFICATES

AICITSS- Advanced Information Technology-ICAI

AICITSS- Management and Communication Skills-ICAI

ITT & Orientation Course-ICAI

UAE VAT & UAE Corporate Tax-Udemy

PERSONAL PROJECTS

A Study on "Working Capital Management of FMCG Companies".

Project undertaken as a part of PGCM - Public Accounting (AIMA)

Achievements/Tasks Continued.....

- Has been in charge of tax audit of entities in works contracts, banking sector, supermarket, restaurant and retail traders of motor fuels.
- Followed relevant financial reporting framework to prepare the Financial Statement.
- Assisted in preparation of financial statement – provisional, projected and estimated for sanctions from financial institutions.
- Prepared and filed Income Tax Return, TDS Return and GST Return.
- Preparation of Financial Statement of Religious Institution to obtain Section 12A Registration under the Income Tax Act- 1961.
- Filing of application for obtaining various registrations/license like GST, Udhyam, Legal Metrology, K-Swift etc.,
- Prepared and maintained accurate financial records using accounting software's. Also, prepared reconciliation to ensure accuracy of transaction.
- Cross-checked data physical documents and the system to ensure if accurate internal controls are in place and are functioning properly.
- Physical verification of cash and inventory and preparation of daily reports. Also check if the inventory is valued properly.

ARTICLE ASSISTANT

CHERIYAN AND CHERIYAN CHARTERED ACCOUNTANTS

Feb 2016 – Feb, 2019

Kottayam, Kerala

Achievements/Tasks

- Conducted Internal Audit, Tax Audit, VAT Audit, GST Audit and Companies Audit.
- Statutory Audits of Companies, Partnership Firms and Proprietorships engaged in Plantation, Manufacturing, Trading, Religious & Charitable Activities and Hospitality Sector.
- Tax Compliance services of Companies, Firms, Trusts & Individuals.
- Verification for issuance of certificates.
- Preparation of Statement of Facts and Argument Notes in the cases of assessments of Companies and Individuals.
- Filing Rectification and drafting responses to Income Tax Notices.
- Followed relevant Financial Reporting Framework to prepare the Financial Statements.
- Filed Income Tax Returns, VAT Return and GST Returns.
- Accounting works of Non-Corporate Entities.
- Concurrent and IT Audit of Bank to verify the transactions on regular basis to ensure authenticity, accuracy and compliance with procedures and guidelines.
- ABC Audit to verify circulation whether the circulation data published by the Publishers are authentic and accurate.

SOFT SKILLS

Team Management

Leadership

Commitment

Problem Solving

Leading & Delivering in Pressure

Adaptive

Fast Learner

LANGUAGES

English - Full Professional Proficiency

Malayalam -Full Professional Proficiency

Tamil & Hindi -Basic Proficiency

INTEREST

Sports

Travelling

Socializing

REFERENCES

References will be furnished upon request.