






# Sharone M Jacob


## Auditing & Accounting Professional

Professional auditing and accounting executive with extensive experience in handling administrative duties and executive responsibilities associated with both internal and external corporate auditing. Skilled in partnering with authorities and managers to identify items of concern and find innovative solutions to such problems. Also skilled in extracting, compiling, and interpreting data for purposes of auditing.

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 Regency 2 , Bur Juman  
Dubai.

 12 May,1996

 Passport No. -Y 2644791

## PROFILE SNAPSHOT

- 5+ years of experience as an accounting professional, including 3 years of auditing experience, with knowledge of maximising and balancing financial efficiency, managing a wide range of financial activities, and creating and putting into place strong financial systems, policies, and procedures.
- Proven track record of improving business compliance, workflow and processes through detailed audits and optimizing recommendations.
- Competent problem solver with proven capabilities of working in dynamic teams in a fast-paced environment. Excels at proactively identifying and assessing emerging risks.
- Technically savvy in deploying leading-edge enterprise IT and fintech solutions.

## ORGANIZATIONS

- GSPU & ASSOCIATES CHARTERED ACCOUNTANTS - SENIOR AUDITOR (04/2022 – 10/2024)  
*GSPU & ASSOCIATES is a Chartered Accountant firm registered to render audit, financial & management consultancy Services in India, and aspires to be recognized as a quality service provider globally. It has branches in Oman, Bahrain, and the UAE.*
- CHARLES & CO., CHARTERED ACCOUNTANTS (01/2021 - 04/2022)  
*Audit Assistant*
- KHADER & COMPANY-TAX CONSULTANT (01/2019 - 12/2020)  
*Assistant Accountant*

## PROFESSIONAL & EDUCATIONAL QUALIFICATION

- THE ASSOCIATION OF CHARTED CERTIFIED ACCOUNTANTS (ACCA) FINALIST (Completed 12 papers out of 13, PROGRESSING TOWARDS MEMBERSHIP)
- MBA (International Business and Finance)  
University of West of Scotland  
*2016 - 2018,*
- Bachelor of Commerce  
Alagappa University  
*2013 - 2016,*

## SKILLS

- Financial Accounting
- Auditing & Control
- Financial Analysis
- Risk Management
- Data Analysis
- Regulatory Compliance
- Performance Optimization
- Strategy Development

Corporate Finance

Report Generation

Data Analysis

Team Management

Tally ERP 9

IFRS

Microsoft Office Excel Specialist 2013

GST (Basic)

## CERTIFICATE

Completed training on Financial Modeling and Valuation

## PROJECT

The Study of Profitability and Its Effect on Dividend Policy (2017)

- AVT Premium



## JOB DESCRIPTION

### Auditing & Accounting Assistant

- Analyzing and supporting with the compilation of individual and consolidated financial statements (FS) and other information for management reporting in accordance with statutory and IFRS requirements.
- Developing and executing the IFRS checklist as well as the assurance of adherence to the laws and regulations that apply to businesses in Bahrain, Oman and The UAE.
- Generating and interpreting yearly reports, financial statements, and other records using recognized accounting and statistical methods to evaluate the financial situation and support financial planning.
- Verifying financial records for accuracy and compliance with accounting standards by going through and examining them.
- Performing a range of administrative and accounting tasks to assist with management.
- Carrying out numerous administrative and accounting chores, assisting supervisors as needed with various assignments, and preserving pertinent records and files.
- Preparing audit reports to identify data inconsistencies and offer appropriate solutions to fix them.
- Supporting the mandatory audit of the Indian Overseas Bank and KSEB Kottarakkara.
- Leading and supporting audit teams and training junior members.
- Reviewing primary financial statements and the disclosures to the financial statements. Gaining broad knowledge of client operations, procedures, and business targets.



## INTERESTS

Reading

Photography

Gardening

Playing



## SOFT SKILLS

Excellent Communication Skill

Complex Problem Solving

Analyzing Skill

Organization Skill

Detail-oriented

Excellent Negotiator

Work Under Pressure

Adaptable & Flexible

Quick Learner



## LANGUAGES

English

*Full Professional Proficiency*

Malayalam

*Full Professional Proficiency*

Hindi

*Medium Proficiency*