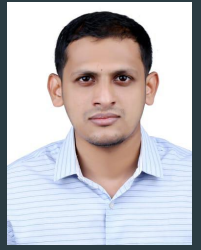


JITHIN BABY

CHARTERED ACCOUNTANT



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I am a confident, articulated and determined individual looking for opportunities that would help me utilise my analytical abilities and enhance my knowledge in Audit and Taxation. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I consider myself to be an effective written and verbal communicator as well as a team player.

WORK EXPOSURE

Davis Martin & Varghese Associates

Senior Audit Associate – June 2022 till Jan 2023

- Identified audit risks, prepared budgets and coordinated with management and audit team in preparing related reports.
- Examines and verifies business and financial records.
- Assisting in preparing balance sheet, profit and loss statement, and other reports.
- Examines and audits purchase and sales documents including receipt invoices, business records, and related accounting records of wholesale and retail establishments to verify accuracy of sales of product to recipients and to determine tax liabilities.
- Filed Tax returns (Income Tax, GST, TDS, TCS) and prepared governmental reports in compliance with standards.
- Preparing Bank reconciliation and stock reconciliation.
- Analysing, investigating and reconciling financial discrepancies in Interim and annual financial statements.
- Experience in statutory accounts, auditing, tax, VAT, personal tax and corporation tax preparation.
- Carried out Income Tax Audit, Statutory Audit, GST Audit, Bank Audit and Stock Audit.
- Advice clients on tax planning and tax issues.
- Ensuring valuation of Inventories, Fixed Assets and Depreciation charged.
- Management of Payables, Receivables and Cash and Bank.
- Maintaining good relationship with clients.

Krishnan and Babu (Chartered Accountant Firm)

Audit Article - June 2016 to December 2019

Responsibilities

Efficiently worked as Audit Assistant, and worked as an effective team member for handling the Statutory Audits & Tax Audit assignments.

Articleship Highlights

- Bank Statutory Audit & Concurrent Audit (South Indian Bank & Federal Bank).
- Company Audits & Partnership Accounts.
- Analysis of Draft Financial Statements including Notes to Accounts.
- Ensuring compliances of TDS, Applicable Accounting standards.
- Scrutiny of ledgers, debtors & creditors reconciliation, verification of BRS and
- Bank/Cash Balance.
- Physical Verification of Fixed Assets & Closing Stock.
- Checking of various compliances of Income Tax Act 1961, Companies Act 2013.
- Tax Audits.
- Preparation of Form 3CA
- Compliance with TDS Provisions.
- Compliance with various sections of Income Tax Act mentioned in Form 3CD.

EDUCATION

- **Institute of Chartered Accountants of India (ICAI)**
CA Final - Passed out in Feb 2023
- **Vidhyadhiraja Vidyabhavan HSS**
12th Standard (AISSCE) - Passed out in 2012 with 86%
- **St. Antony's EMHS**
10th Standard (CBSE) - Passed out in 2010 with 82%

OTHER ACHIEVEMENTS

- Commerce topper with 86% (2012).
- Successfully completed 100 hours of Information Technology Training in accordance with the requirements of “The Institute of Chartered Accountants of India.
- Co- hosted a popular show “Kalpanthu Plus”, a sports channel with a content producer in Youtube.
- Elected as the President of KCYM.

SKILLS

- Communication Skills
- Proficient in Microsoft Office
- Critical Thinker
- Quick learner

INTERESTS

- Stock markets
- Travel
- Banking
- Financial Investments

