



# CA ALAN VARGHESE BABY

Associate Chartered Accountant

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🏠 Kannur, Kerala, India

## PROFILE SUMMARY

Conscientious Chartered Accountant with relevant experience in the field of statutory audits, internal audits, compliance reviews, secretarial compliance, direct tax advisory, handling of assessments and proceedings, financial and due diligence reviews, compilation engagements and preparation of transfer pricing reports for a wide variety of companies, firms, LLPs and individuals in diverse industries, having experience auditing the records accounted in Tally ERP-9 and Tally Prime, QuickBooks, Zoho Books, Hotelier, SAP and AeroChef, in addition to expertise in productivity software including MS Excel, MS Word and MS PowerPoint and CA ERP software namely Winman CA ERP and Zen IT.

## WORK EXPERIENCE

**G JOSEPH AND ASSOCIATES, ERNAKULAM, KERALA, INDIA**

JULY 2024 - PRESENT

Audit Manager

- Heading statutory audits and drafting income tax returns, and tax audit and transfer pricing reports.
- Advising taxpayers on tax planning and forecasting advance tax payable by various taxpayers under the Income-tax Act, 1961.
- Handling internal audits of companies including but not limited to verifying their compliance with applicable laws, identifying and assessing internal control weaknesses, reviewing ageing of receivables and payables and analysing profitability.

**G JOSEPH AND ASSOCIATES, ERNAKULAM, KERALA, INDIA**

SEPTEMBER 2019 - SEPTEMBER 2022

Articled Assistant

- Performed the statutory audits of companies engaged in the varied business, having multiple branches, including those which are part of an international group operating abroad, under the Companies Act, 2013.
- Headed the tax audits of partnership firms, companies and individuals in diverse industries.
- Executed GST audits and drafted GST annual returns for various entities.
- Addressed scrutiny and assessments under the Income-tax Act, 1961 for companies engaged in software development.
- Led internal audits of listed and unlisted companies, evaluated their profitability and potential areas for cost-cutting, including vendor management, assisted them in identifying control weaknesses in fixed asset and inventory management, reviewed ageing of accounts receivables and identified existing irregularities, and ensured the company's compliance with various applicable laws including those related to employee benefits, income tax and GST.
- Handled special-purpose certification engagements, including certification on abidance of royalty payment with royalty agreement for an airline caterer and quarterly and annual certification of foreign currency stock for an AD II category dealer in foreign and reporting currency as translated by FEDAI rates.
- Carried out verification audit of forex department of an NBFC having over 3000 branches across India, holding an Authorised Dealer Category II licence that provides forex services across the country.
- Drafted income tax returns, tax audit and transfer pricing reports, advised taxpayers on tax planning and forecasted advance tax payable by various taxpayers under the Income-tax Act, 1961.

- Prepared multiple forms required to be filed by the companies and determined CSR expenditure applicable for them under the Companies Act, 2013.
- Handled compilation engagements, including preparing consolidated financial statements for companies with wholly or partially owned subsidiaries.
- Conducted due diligence review, analysed the company's compliance with applicable laws, and identified non-existing assets and unaccounted liabilities.
- Undertook limited review of listed companies, as mandated by Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- Collaborated with the IT team of one of the companies having a varied interest in the field of shipping and logistics in developing a Utility that could replace maintaining hard copies of invoices with that in electronic form by providing suggestions on improving its efficacy, the legal validity of such record-keeping, modifications in UI design that would make it intuitive and guided the team in identifying potential bugs that hindered trouble-free retrieval of documents in an audit purview.

## **EDUCATION**

### **CHARTERED ACCOUNTANT – INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)**

JUNE 2017 – MAY 2024

### **HIGHER SECONDARY – SANTHOME HSS KOLAKKAD, BOARD OF HIGHER SECONDARY EDUCATION, KERALA, INDIA**

JUNE 2015 - MARCH 2017

### **MATRICULATION – NAVAJYOTHI ENGLISH MEDIUM SCHOOL EDATHOTTY, CENTRAL BOARD OF SECONDARY EDUCATION (CBSE), INDIA**

JUNE 2014 - MARCH 2015

## **ACHIEVEMENTS**

- Achieved the first rank for presentation skills (The Best Presenter Award) in the Advanced MCS programme held at the Alleppey branch of Institute of Chartered Accountants of India (ICAI).
- Passed Common Proficiency Test (CPT) conducted by ICAI with distinction.
- Received Certificate of Merit for outstanding performance in the Secondary School Examination from CBSE, New Delhi.

## **CERTIFICATIONS**

- Advanced Integrated Course on Information Technology and Soft Skills (AICITSS)- Management and Communication Skills Course organised by Alleppey branch of ICAI (April 2022).
- Advanced Integrated Course on Information Technology and Soft Skills (AICITSS)- Information Technology Course organised by Trichur branch of ICAI (June 2021).
- Integrated Course on Information Technology and Soft Skills (ICITSS)- Information Technology and Orientation Course organised by Quilon branch of ICAI (November to December 2018).
- Certification in Tally ERP 9 and MS Excel from Jyothirgamaya Computer Education, Kannur, Kerala, India

## **OTHER DETAILS**

Nationality : India  
 Martial Status : Single

## **DECLARATION**

I do hereby declare that the above information is true to the best of my knowledge and belief.