

CA SEBIN MATHEW

CHARTERED ACCOUNTANT

CONTACTS

- +971 56 281 0096
- [casebin](#)
- sebinm1@gmail.com
- Al Nahda, Sharjah



SUMMARY

Highly successful chartered accountant with over 5 years of post-qualification experience. Specialized in conducting audits and financial reviews, evaluating financial controls, managing risk, and improving operational efficiency. Hands-on experience in financial reporting and accounting across various industries and offer professional advice in areas like financial reporting, taxation, auditing, and corporate finance. Seeking a challenging and rewarding position to apply expertise and experience.

PROFILE

- Audit Controls:** Designed robust audit controls, created SOPs, policy manuals, and conducted audits under the Income Tax Act, 1961 for various entities, including companies, partnerships, sole proprietorships, trusts, cooperative societies, and banks.
- Audit Expertise:** Led financial, operational, and compliance audits, identifying control weaknesses and process inefficiencies. Provided recommendations to enhance internal controls and mitigate operational risks.
- Tax Planning:** Offered expert advice on tax planning, optimizing tax liabilities, and maximizing deductions. Developed financial models for long-term planning, budgeting, and forecasting.
- Statutory Audits:** Conducted statutory audits under the Companies Act 2013 for different company types.
- Operational Improvement:** Provided valuable suggestions to improve operational, financial, and compliance controls.
- GST Compliance:** Successfully managed end-to-end GST compliance, including accurate filing, reconciliation, and discrepancy resolution.
- Financial Reporting:** Prepared financial reports and managed documents efficiently.

EXPERIENCES

Jacob & George Chartered Accountants, Kannur, Kerala, India

PARTNER

JUN 2020-PRESENT

- Led a team of over 20 staff members, exclusively focused on Corporate Audits, serving a portfolio of 250+ clients.
- Developed comprehensive audit schedules, checklists, and programs based on risk assessments for various audit areas.
- Tax return filing.
- Reviewed statutory audits, including those of insurance companies, banking institutions, and NBFCs.
- Prepared detailed working papers, audit reports, presentations, summarizing findings and recommendations.
- Demonstrated a keen ability to identify critical audit concerns and promptly collaborated with clients to resolve issues, ensuring accurate financial statement presentations.
- Successfully led early-stage external audits, fostering strong and lasting client relationships.
- Presented financial reports and insights to senior management for informed decision-making and strategic planning.
- Proficiently prepared financial statements in compliance with Companies Act 2013 and GAAP.
- Managed secretarial tasks, including company incorporation and submission of forms to the ROC.
- Represented clients before adjudicating authorities under Income Tax and GST Acts.

EDUCATION:

Chartered Accountant

Institute of Chartered Accountants of India (ICAI)

May 2018 – Second attempt with 55%

CA Intermediate – IPCC

May 2014 – First Attempt with 55%

CA Foundation - CPT

June 2013 – First Attempt

Alma Mater – St. Michaels Anglo Indian Higher Secondary School, Kannur, Kerala, India

- Higher Secondary - 96%
- March 2013
- High School – 95%
- March 2011

SKILLS:

- Financial Audits & Audit Documentation
- Corporate Laws & Regulatory Standards
- Audit Planning and Risk Assessment
- Statutory & Tax Audit
- IFRS & GAAP
- Direct & Indirect Taxation | UAE VAT & CT
- Coordination and organizational skills
- Completion reporting and deliverables
- Management and advisory services
- Recruiting and mentoring staff
- Work ethics and Analytical skills

SOFTWARE SKILLS:

- MS Office
- Tally ERP 7.2&9, Tally Prime
- Assure AI – Audit tool
- Zoho Books & QuickBooks (As part of Audit Assignments)
- Banking Application
 - Finacle
 - Flexcube

- Prepared project and feasibility reports for project finance and crowd funding.
- Managed the Indirect Tax section, ensuring accurate returns and compliance efforts, and conducted training sessions for staff.
- Mentored and trained Article Assistants, Trainees, and Audit Staff, overseeing their registration, stipends, leave policies, and incentives.
- Developed and maintained the firm's website, enhancing its online presence.
- Spearheaded the establishment of the firm's social media presence, expanding service offerings and market reach.
- Innovatively improved audit processes for increased efficiency and client satisfaction, implementing online worksheet preparation and integrated office management software.
- Collaborated on HR tasks and effectively managed payroll for the audit staff.
- Drafted, examined, and evaluated financial statements.
- Adhered to Indian Generally Accepted Accounting Principles (GAAP).

AUDIT MANAGER (CHARTERED ACCOUNTANT) MAY 2018-MAY 2020

- Gained extensive experience in Direct and Indirect Tax.
- Served as a Manager, overseeing audits for various entities: Corporate Entities, Educational Institutions, and Non-corporate Entities.
- Ensured audit accuracy and adherence to regulatory requirements.

ARTICLE ASSISTANT SEP 2014-SEP 2017

- Conducted external audits under Income Tax Act, 1961, and statutory audits under Companies Act 2013 for various entities.
- Prepared Financials and related worksheets during the transition from Companies Act 1956 to Companies Act 2013, including depreciation schedule compliance.
- Filed income tax returns & VAT returns.

CERTIFICATIONS

- Primary Member of **Registered Valuer's Organisation (RVO) of ICAI** - Attended 50 Hours of Course on valuation of Financial Assets
- Undergone the following:
 - ✓ 20 Hours Digital Learning Virtual course on **UAE- VAT** conducted by ICAI
 - ✓ Currently pursuing certification course on **UAE-Corporate Tax** conducted by ICAI
 - ✓ Currently pursuing certification course on **IFRS by AICPA & CIMA**

KEY ASSIGNMENTS

- **Government Audit Expertise:** Managed audits assigned by the Comptroller and Auditor General of India, including Kerala State Financial Enterprises Ltd. and Hanveev (KSHDC).
- **Audit Leadership at Renowned Medical Institution**
- **Nationalized Bank Branch Audit:** Conducted statutory branch audits for one of the largest SME branches of a nationalized bank in Kerala.
- **Government Textile Manufacturing Company Accounting:** Oversaw accounting operations for one of the largest textile manufacturing companies under the Government of Kerala.
- **Managerial Role in Shipping and Logistics:** Served as Manager In-charge for accounting functions at a shipping and logistics company in Jebel Ali Free Zone (JAFZA), Dubai. Led a five-member team, collaborated with the management team, and assisted external auditors in addressing queries during the annual audit.
- **Audit for Professional Institute:** Managed the audit assignment for the Kannur Chapter of the Institute of Chartered Accountants of India (ICAI).
- **Established GST Division:** Led the team to establish a dedicated division managing GST (Goods and Services Tax) operations. Conducted comprehensive reviews of filed GST returns.

ACCOMPLISHMENTS:

- Conducted educational sessions on Corporate Audit topics for Chartered Accountant Members at Kannur Branch of ICAI.
- Facilitated informative sessions for diverse clientele, covering Budget Amendments, Company Audit, Income Tax Act Auditing, Accounting, and bookkeeping.
- Provided in house training on Companies Act, GST, and Income Tax for article and trainees.
- Managed client portfolio of 4000+ clients, keeping them updated on Income Tax, Companies Act, and other legislations.
- Participated in Ministry of Defense - training program for implementing new software (ABAS).
- Certificate for excellence in School Academics, School topper for SSLC and Higher secondary examination.
- Elected Member of the School Parliament.
- NCC Squad member and was awarded as the Independence Day Best Cadet.

LANGUAGES :

- English (Fluent)
- Malayalam (Fluent)
- Tamil
- Hindi

PERSONAL INFO:

DOB	09.07.1995
Nationality	Indian
Marital Status	Single
Passport No	T9978160