|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RESUME****JUBY****JUBY.300416@2freemail.com**Personal Data: -Date of Birth: **17.03.1988**Place of Birth: **Kerala**Sex : **Female**Nationality : **Indian**Religion :CRISTIAN,RC.SCMarital status: **Married**Languages Known:**English,** **Malayalam, Hindi,** | Objective* To strive for excellence and achieve organizational goals
* To achieve goal congruence in organizational position and progress towards carrier development.

Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Board/****University** | **Year of Passing** |
| M.com (Finance) | Marian College Kuttikkanam | M G University | 2010 |
| B.com with Computer Application | M E S College Nedumkandam | M G University | 2008 |
| Plus Two | St.Thomas H.S.S Erattayar | H S E Board | 2005 |
| SSLC | Christ Raj HS Valiyathovala | State Board | 2003 |

Work Experience* 5 year and 3 months experience as a

senior Internal Auditor at one of the most leading Finance firm in India.* 6 months of experienced as an Audit assistant in CA firm Krishnamoorthy&Krishnamoorthy at Ernakulam,Kerala

**RESPONSIBILITIESASAINTERNAL** AUDITOR * To conduct internal Audit for more than 42 branches in a district

and finishing audit for 8 branched in a month.* Evaluate and improve the effectiveness of governance, risk management &

control processes and report to the highest level in an organization.* Review internal administrative & accounting controls to safeguard resources&

ensure compliance with laws & regulations.* To check cash book for ascertaining whether cash book is written on

regular basis and conduct physical verification of cash and report heavycash balance, excess/short if any.* To verify daily receipts and payment vouchers, supporting expense bills&

Checking all general ledger accounts for the integrity and correctness of the data entered.* To check bank reconciliation statements.
* To verify monthly leave and payroll details of staffs& documentation of various products.
* Providing ad hoc advice and guidance to managers and staff at all levels.
* Follow-up on significant findings from previous audit.

Achievement and other experience * Done NCFM Capital Market (dealers module) by National Stock Exchange of India.
* Proficient in Tally, Basic computer knowledge in MS Office & Internet and email applications.

Strengths * Self-motivated; responsible natured; Disciplined; well organized.
* Friendly; pleasing nature.
* Can Quickly Grasp and Learn New Technologies.
 |
|  |  |