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| **RESUME**  **JUBY**  [**JUBY.300416@2freemail.com**](mailto:JUBY.300416@2freemail.com) Personal Data: - Date of Birth: **17.03.1988**  Place of Birth: **Kerala**  Sex : **Female**  Nationality : **Indian**  Religion :CRISTIAN,RC.SC  Marital 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 heavy  cash 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. | | |
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