

**Jineesh**

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|  | CAREER OBJECTIVE  To work in a healthy, innovative and challenging environment extracting the best out of me, which is helpful to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.  PROFESSIONAL QUALIFICATION   * Bachelor of Business Administration(Marketing) with CA – IPCC Exemption in Accounting.   ACADEMIC QUALIFICATION   * Bachelor of Business Administration, 2014, Calicut University, Kerala. * CA – CPT, Institute of Chartered Accountants of India, 2009. * Higher Secondary Education, 2008, Kerala, India.   WORK EXPERIENCE   * ***CA BIJU SEBASTIAN B.com FCA.*** ( A Chartered Accountant practicing in Kannur, Kerala)   Period: 28th January 2015 to 27thJanuary 2018  Position: Article Audit Assistant  Retail Industry Experience   * Financial Statement preparation * Cash flow statement preparation * Budgeting * Stock register maintenance * Stock valuation * Ratio analysis * Account payables and account receivables ledger maintenance * General ledger maintenance * Bank reconciliation statement * Fixation of stock levels and EOQ * Salesman collection report preparation * Management of accounts receivables/payables   Other Duties:   * Audit Planning. * Controlling and coordinating the work of the Senior Audit Assistants * Directing the Audit work as per the audit plan * Reviewing the work of the Audit Assistants * Statutory audit and Internal audit of various clients * Planning the Nature, Time and Extend of Audit Procedures * Perform test of control procedures * Proper maintenance of working papers. Physical verification of stocks and their   Valuation   * Verification of principal revenue producing activities * Supervision of the work done by the beginners and review of their audit note * Discussion of audit notes with officials of the client; Independent charge for audit of   small and medium-sized companies and large partnerships-including independent  review of internal controls, preparation/ review of audit program   * Bases of valuation, bases of adjustments in accounts, e.g. depreciation method, * Formulating audit report * Effective Cash Flow Management * Reading and understanding the tax files of clients; * Computation of Total Income, Deductions, rebates, reliefs and tax payable by   Variousassesses like individuals, firms, companies, HUFs, etc. Preparation and filing of Return of Income, TDS returns and other documents andpapers under the Income tax.   * Vouching of Expenses and incomes * Verification of fixed asset register * Analyze and evaluate the accuracy of accounting systems and procedures. * Check and inspect the accuracy of accounts receivable and payable ledgers. * Analyze and recommend changes in internal audit controls. * Ensure compliance with audit policies and regulations. * Prepare audit paperwork in accordance with standards and requirements. * Establish working relationships with company’s staff, business partners and clients. * Audit filing and Preparing Audit Queries when necessary,   COMPUTER PROFICIENCY   * Accounting Package Known : Tally ERP 9.0 * Knowledge in MS Office (Excel,Word,PowerPoint)   TRAININGS ATTENTDED   * Information technology training - Completed 100 hours of compulsory computer training conducted by ICAI. * Orientation course – Completed 5 days orientation course conducted by ICAI.   STRENGTH   * + Capable of working in a fully computerized environment.   + Hard working and good team player.   + Good interpersonal and communication skills.   + Flexible enough to adapt to the circumstances.   + Dedicated amicable relationship and strong desires towards learning   With management.   * + Focused on the futuristic requirement of my career prospectus.   PERSONAL DETAILS  Name : Jineesh  Gender : Male  Date of Birth : 17th May 1991  Nationality : Indian  Marital Status : Single  Languages Known : English, Hindi, Malayalam.  Visa Status : Visit Visa ( Expired 29th April 2018)  REFERENCES  Will be provided on request  DECLARATION  I hereby declare that all the information given above are true and correct with the best of my knowledge*.*  **Place: Dubai (Jineesh )**  **Date: 04-03-2018** |