



SUJEEV S J



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Dubai, UAE

SKILLS

- Accounting
 - Book keeping
 - Taxation
 - Internal Auditing
 - External Auditing
 - Budgeting
 - QuickBooks
 - Bank Reconciliation
 - Financial Statement Analysis
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PROFESSIONAL SYNOPSIS

Strategic and analytical finance professional with over 9 years' experience in areas of Financial Accounting, Tax Compliance and Audit Assistance in Internal Audit as well as External Audit.

Previously worked as a Senior Associates- Audit and Financial Accounting to various business portfolios within **Thampy and Associates., Chartered Accountants**, responsible for managing and assisting of internal auditing, external auditing, preparation of accounts and financial reports.

Based on my knowledge and experience, I am looking forward for an opportunity to work as an internal auditor or accountant.

EXPERIENCE

THAMPY AND ASSOCIATES., CHARTERED ACCOUNTANTS KERALA, INDIA

SENIOR ASSOCIATE- AUDIT AND ACCOUNTS

5th March 2019 – 25th August 2021 (2 years & 5 months)

- Maintain knowledge of business, organizational, audit and technological changes and pertinent internal and regulatory policy and procedural requirements to make sure audit integrity, process innovation service quality.
- Ensure adequate documentation is maintained to substantiate all audit related issues.
- Prepare reports of audit and investigative findings, related risks, causes and recommendations for improvement in an efficient, timely concise manner
- Assist in completing the annual audit plan.
- Communicate audit findings with management at the end of audit fieldwork through a discussion period through written reports
- Preparation of accounts and reporting for clients.
- Finalization of accounts of various clients.
- Filing of Indirect Tax Returns.

**PERSONAL
DOSSIER**

- **Date Of Birth:**
17/12/1988
 - **Languages Known:**
English, Malayalam,
Hindi
 - **Visit Visa till:**
December 2021
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REFERENCE

Mr. Shafeek Abdulsalam
Financial Analyst (Linxon
Gulf LLC)
Mob +971 58 29 68 947

Muhammed Aneesh M
Accounts Manager
(RAKCHEM Industries
LLC)
+ 971 58 26 77 862

**ERANDIA RESORTS PRIVATE LIMITED
KERALA, INDIA
ACCOUNTING MANAGER**

1st August 2017 – 28th February 2019 (1 year 6 months)

- Provide support to senior management in managing operations against budget and strategic goals.
- Supervising financial operations.
- Helping in formulation of financial decisions.
- Provide overall financial cost accounting support.
- Manage monthly financial closings.
- Insure accurate general ledger account balances.
- Prepare organization's financial statements.
- Assist in developing and monitoring internal control policies, procedures and controls.
- Assist in internal and external auditing procedures.

**JAKS AND ASSOCIATES., CHARTERED ACCOUNTANTS
KERALA, INDIA**

ASSOCIATE -FINANCIAL ACCOUNTING AND AUDIT

17th February 2012 – 24th July 2017 (5 years 5 months)

- Assisted in statutory and internal audit review and compilation.
- Performed statutory compliance and tax management.
- Conducted concurrent bank audits -Viajaya Bank, Federal Bank, Kerala
- Conducted statutory bank audit – Syndicate Bank, Federal Bank. Kerala
- Actively participated in client engagements from start to finish, including planning executing directing and completing audits and managing to budgets.
- Handled client tax questions and works with collect necessary information for tax return completion and compliance- Income Tax, Service Tax, VAT
- Examined financial statements and analyzed audit and tax related issues.
- Prepare accounts and financial statement

EDUCATION

- Master of Commerce - Finance from University of Kerala, India. Year 2012-2014
- CA- Intermediate Level (First Group), Institute of Chartered Accountants of India, (2013)
- Bachelor of Commerce – Cooperation from University of Kerala, India. Year 2007-2010

CERTIFICATES

- **Diploma in Computerized Financial Management (DCFM)**
 - Centre of Development of Imaging Technology (Government of Kerala, India). Year 2009

TECHNICAL/FUNCTIONAL AREAS OF EXPERTISE:

- **Software:** Tally, QuickBooks, Zoho Books, MSOffice Suite, Excel Advance, Banking Software- Flexcube, Finacle, ERP Software- Dealer Management System (DMS) Maruti Suzuki India Ltd