

# Merlin Elizabeth Joy

ACCOUNTANT



Mannamparambil(H), Venkurinji P.O, Mukootuthara, Erumely, Kerala 686510



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9497227716

## Professional Summary

Adaptable, open - minded, dedicated accounting expert with an year of expertise, eager to join a respectable institution as an accountant, with advanced knowledge of auditing, preparation of individual, corporate and partnership tax returns, and the development of quarterly and year-end estimates. Detail-oriented with exceptional organization and communication skills with the drive to meet expectations.

## Employment History

Articled Assisstant, CA KJ Joseph & Assosiates, Kanjirappally, Kerala

Jan 2018 - Present

- Audit of all kinds of business
- Corrective recommendations on business risks and areas of Accounting and Management
- Documentation of Financial transactions and preparation of Financial Statements
- Reconciliation of Financial Discrepancies
- Proactively researched technical tax issues related to consulting projects
- Created periodic reports comparing budgeted costs to annual costs

## Education

Assumption College, Autonomous, Changanasserry, Kerala

Bachelor Of Commerce, Finance & Taxation, Jul 2017

St. Joseph's Public School & Junior College, Kanjirappally

Plus two Commerce, May 2014

## Awards And Achievements

- Won 68th rank in the Investment Contest conducted by CAPSTOCKS INDIA PVT.LTD in 2014.
- Technical coordinator of commerce assosiation ' COMMINUS' at Assumption College.
- Core Committee Member in organising Inter Collegiate Commerce Fest VAHADA' at Assumption College.
- NCC 'B' Certificate holder.

## Skills

Audit & Accounts  
Financial Reporting  
Tally ERP 9  
M.S Office



## Personal Profile

DOB : 19th September, 1996  
Marital Status : Single  
Nationality : Indian

## References

CA KJ Joseph  
CA KJ Joseph & Assosiates,  
Kanjirappally  
Mob: 9447572568

Dr. Job Joseph  
Course coordinator, Dept. of Commerce  
Assumption College