

## **RIJO K JOY**

**B.com**

**Kavattu House**

**Neriamangalam P.O.**

**Neriamangalam**

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### **CAREER OBJECTIVE**

I am a B.com (finance and Taxation) Graduate. Having 4 year experience in financial accounting and Taxation seeking a position in accounts where my good accounting and analytical skills, problem solving ability and basic administrative ability can contribute to profitable operation.

### **WORK EXPERIENCE**

**I.2 year (November 2016 to November 2018) with M/s.4dxi consultancy Pvt.Ltd Ernakulam as Assistant**

- Competent in preparation and filing of Income Tax, TDS, VAT, Service Tax and Central Excise and GST returns.
- Extended assistance to numerous clients for GST Registration, tax payment and filing of returns.
- Conducted internal audit and concurrent audit of various companies engaged in manufacturing, trading and service industry and prepared audit reports.
- Participated in statutory audits of companies including Nidhi companies, NBFCs, trading and service sector companies.
- Participated in tax audits for various companies, charitable trusts, partnership firms and individuals.
- Participated in statutory audit and stock audit of commercial bank
- Maintenance of cash and bank book for clients
- Preparation of age wise debtors statement and accounts receivable statement for clients
- Handling the preparation of inventory status report and fixed assets schedules on monthly basis
- Preparation of application for digital signature certificate for clients

**II. 2 years (June 2013 to June 2015) experience with M/s. Tony Chacko and associates as trainee**

#### **Works done for clients are**

- Maintain all books of accounts in tally package
- Responsible for data entry of day book
- Responsible for customer and supplier accounts reconciliation
- Responsible for maintaining the register, i.e. sales register, purchase register, bank register, and journal register
- Preparation of monthly finalization accounts statements
- Preparation of trading and profit and loss account and Balance sheet
- Responsible for journal entries on a monthly basis
- Analyzed monthly expenses and gross receipts of business

**Other works**

- Competent in preparation and filing of Income Tax, TDS, VAT, Service Tax and Central Excise returns.
- Participated in annual audit and stock audit of commercial bank
- Preparation of project reports

**STRENGTH**

- Proficient in MS Office Applications
- Effective problem solving abilities
- Willingness to be the part of a team
- Positive attitude

**PERSONAL PARTICULARS**

- Date of Birth: 1<sup>st</sup>, 1990
- Nationality: Indian
- Gender: Male
- Marital Status: Unmarried
- Languages known: English, Malayalam
- Hobbies & Interests: Music, reading

**REFERENCE**

CA Abhijith Satheesh  
(Chartered Accountant)  
Director  
4dxi consultancy Pvt.Ltd  
Ph: 9447796049