SAJIN MATHEW SCARIA

Email: sajinm627@gmail.com Mob: 9947606157

Nationality: Indian Age: 24   Living : kottayam, kerala

OBJECTIVE

To advance my career in a forward-thinking company where I may hold a management position and take advantage of interesting opportunities to use my accounting expertise to benefit the company more and learn more.

ABOUT ACCOUNTS AND FINANCE EXPERIENCE

THE RUBBER BOARD(Ministry of Commerce& Industry, Government of India)

Accountant trainee.   29/5/ 2017 - 27/6/2017

- Updating account receivable and issue invoices.
- Updating account payable and perform reconciliations .
- Posting and processing of journal entries.

K.Rangamani & Associates LLP, Chartered Accountants

Accountant trainee.   25/4/2018 - 25/5/2018

- Book keeping and accounting.
- Physical verification and reconciliation of fixed assets and inventories.
- Direct tax compliance and assurance services.

SAJU & JOSE ,Chartered Accountants

Audit Staff.   01/06/2022 – Currently working

- Completed routine journal entries to accurately document all company transactions.
- Monitoring the timely and accurate completion of the statutory books of accounts, bank reconciliation, and consolidated reports .

- Performed Tax Audits, Statutory Audits.

- Manage financial statements, such as the trial balance, the profit and loss accounts, the age-appropriate accounts payable & receivables statements, and the balance sheets.

- Preparation and finalization of Financial Statements Filing of Service tax returns, VAT Returns, TDS Returns .

EDUCATION

- Bachelor of Commerce (Office Management& secretarial practice)

  Baselius College ,Mahatma Gandhi University   CGPA: 8.06   Year: 2016- 2019

- ACCA Part qualified/ACCA Finalist

  Association Of Chartered Certified Accountant UK   Year: 2019- 2023

HARD SKILLS

- MS Word

- MS Excel

- MS PowerPoint

- Tally ERP 9

- Tally Prime

- Auditing

- XBRL

SOFT SKILLS

- Multitasking

- Good communication

- Ability to work with team or as an individual.

- Problem solving

- Robust logical and reasoning skills