Profile

A qualified finance professional with masters degree in Finance, more than 6 years of accounting and administrative experience, good written and communication skills in English, technically proficient in MS Office applications.

Areas of Expertise

|  |  |
| --- | --- |
| * Auditing * Periodical Tax Filing * General Accounting * Client Relations * MIS Reporting | * Invoicing * Office Administration * Accounts Receivables * Accounts Payable * Cash Handling |

Experience

### **P. K. Manoj & Co – Cochin, Kerala**

An chartered accountant firm involved in auditing, accounting, and tax consultancy of various businesses and individuals.

### **Accounts/Audit assistant** May 2019 – till date

* GST Tax preparation and filing for various retail business clients.
* Accounting works of various retail business clients for statutory purposes.
* Assisting in internal audit and internal audit report preparation of various clients.
* Invoicing of services to clients and follow up of payment
* Various office adiministration duties.

### **Bhasi’s Academy – Cherthala, Kerala**

A competitive exam coaching center provides training for public and other competitive exams to candidates.

### **Administration assistant** April 2018 – April 2019

* Preparation of day-today students attendance reports.
* Allocation of teaching hours to teachers as per class requirement.
* Maintaining ledger of student’s fee and follow up of outstandings.
* Accounting works of the instutitue and preparation of report to management.

### **KPMG GDC Private LTD – Cochin, Kerala**

A leading financial consultancy firm.

### **Audit Associate** Nov 2015 – April 2016

* Error checking and validation of financial data of various companies.
* Assisting in preparation of audit reports based on the financial information of various companies.
* Communication with the clients in US for clarifications on findings.
* Leading a team of 5 by allocating the works and review of the works of the team (during last 6 months).

**Jismon Kuriakose**

Contact

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Thycattussery P. O. Cherthala

Alappuzha – 688528, Kerala, India

**phone:** 0091 9645547845

**email:**jismonkuriakose16@gmail.com

Education

**Masters** – Finance (MG University)

**Bachelors** - Computer Application (University of Kerala)

Certificate in Counselling – SRC Government of Kerala

Technical Skills

Tally ERP

MS Office

Language Skills

English, Hindi, Malayalam

Personal Info

**DOB:** 12 April 1992

**Availability:** Immediate

**Marital Status:** Single