



# CA Sajai Lal M J

## Chartered Accountant

### Professional Summary

1. Associate member of The Institute of Chartered Accountants of India (Membership No. 272332) holding full time certificate of practice with an overall experience in the fields of Financial Reporting, Statutory Audit, Internal Audit, Direct and Indirect Taxation and Consultancy Services.
2. Three years of articleship experience from M/s Vishnu Rajendran & Co., Chartered Accountants, Kottayam Branch.
3. Gained experience with various commonly used and customised accounting software's.
4. Office and client management skills.
5. Skills in decision making and team work.

### Work Experience

Vishnu Rajendran & Co. Chartered Accountants,  
Kottayam, Kerala, India

Articleship : Article Assistant - November 2016 to November 2019

- a. Upheld strict confidentiality protocols.
- b. Protected organisations value by maintaining and enhancing internal controls.
- c. Opportunity to expose myself in areas of statutory audits of corporates (especially debt listed companies) as a team leader and role player.
- d. Identified management control weaknesses and provided value added suggestions for remediation.
- e. Exposure in the statutory audit of Banks, Partnership firms, private limited companies and internal audit of automobile dealers.
- f. Collaborated with management to identify delinquency issues and propose solutions.
- g. Specialisation in providing various legal support services with respect to Income Tax, Service Tax and GST.
- h. Proactively researched technical tax issues and represented before jurisdictional authorities.
- i. Tax Audit of various Companies, Partnership Firms, AOP, AJP and individuals.
- j. Developed and implemented corrective actions to bring procedures in line with standards.
- k. Experience in incorporation, dissolution and allied MCA forms of private limited companies.
- l. Resolved financial and tax issues and ensured customer satisfaction by providing consultancy services in relation to matters like preparation and filing of income tax returns, GST Returns, TDS Returns of various clients.
- m. Compiled general ledger entries and financials on short schedule.
- n. Gained knowledge in interpreting and reviewing the financial information of various corporate and non-corporate clients.
- o. Enhanced audit controls by improving planning and testing processes.
- p. Dealing with the clients independently, managing the time and work pressure and thereby effectively meeting expectations of the client and the employer.

### Professional And Academic Qualifications

| Course               | Year        | Score (%) | University/College                           |
|----------------------|-------------|-----------|--|
| CA Final             | 2019 - 2023 | 50.875%   | ICAI   |
| CA Intermediate /ATC | 2015 - 2018 | 55.00%    | ICAI   |
| CA CPT               | 2014        | 51.50%    | ICAI   |
| Master of Commerce   | 2020 - 2022 | 63.90%    | Bharathiar University, Coimbatore (Distance) |
| Bachelor of Commerce | 2015 - 2019 | 54.35%    | IGNOU (Distance)                             |
| Higher Secondary     | 2012 - 2014 | 97%       | Kerala HSE                                   |
| Secondary School     | 2012        | 86%       | CBSE   |

### Career Objective

Endeavour to represent through thriving professionals in the global economy which will bring forth moments to deploy my potential and competence.

### Contact

+91 9497882706  
[sajailalmj10@gmail.com](mailto:sajailalmj10@gmail.com)  
 Muttathil (H),  
 Piousmount P O,  
 Monippally,  
 Kottayam - 686636

### Skills

Management Skills  
 Client Handling  
 Organising Skills  
 Analytical Skills  
 Teamwork  
 Decision Making  
 Office Administration

### Languages

English  
 Malayalam

### Interests

Travel and Driving  
 Chess  
 Event Management  
 Club and Group Discussions  
 Volunteering

### Personal Information

Date of Birth : 10-08-1996  
 Nationality : Indian  
 Marital Status : Single  
 Gender : Male