

TEENA JOSEPH

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📍 [Elamakkara, Ernakulam, Kerala](#)

📅 [02 May, 1995](#)

EDUCATION

MCOM

Indira Gandhi National Open University
(2023-pursuing)

B.COM [FINANCE & TAXATION]

Mahatma Gandhi University, Kottayam
(2016)

HIGHER SECONDARY [COMMERCE MATHS]

Bhavans Vidya Mandir, Elamakkara
(2013)

SSLC

Bhavans Vidya Mandir, Elamakkara
(2011)

WORK EXPERIENCE

Articled Assistant

M.C Rabindran and Co, Ernakulam

CHARTERED ACCOUNTANT (2017 – 2020)

- Assisted auditor in financial and bank audits
- Assisted in the preparation of financial reports and other supporting documents for audit findings
- Assisted in Tax audit under income tax act
- Computed income tax of various assesses and supported in income tax return filling

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

SKILLS

MICROSOFT EXCEL, WORD

FINANCIAL MANAGEMENT

ADAPTABILITY

ACCOUNTING SKILLS

CONTINUOUS IMPROVEMENT MINDSET

CERTIFICATIONS

Federal Skill Academy

Ernakulam (2022)

Financial Accounting and Tally Prime with GST

Institute of Chartered Accountants of India

Ernakulam (2017)

1. Information Technology
2. Orientation

Indian Computer Education Society (ICES)

Tally ERP9 (2016)

LANGUAGES

English

Malayalam

Hindi