

Sreejith . C
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CAREER OBJECTIVE

To achieve excellence in Accounting and financial auditing through applying my quest for challenge and thereby maximize the organizations and my growth potentials.

Key Skills: B.com Graduate with Tally, DFCA Certified professional, C.A. (cpt) with 9.10Years' experience.

Good Knowledge of the principles, procedures and standards vital for **Accounting payables,general accounting,finalization of accounts,statutories and Financial auditing**

Well experienced with superior analytical and numeric skills to do **on site and off site audits at various Banking sectors and MNC clients.**

Well experienced in strategizing and implementing **import and distribution business sectors.**

Goal oriented individual with emphasis on quality and communication with customers in different business domains.

PROFESSIONAL EXPERIENCE:

Company : Business DNA India Pvt. Is a IT company, subsidiary of a foreign company.(NCC Group).

Experience : From December 2019 to present
Designation : Accountant – IT.

Company : Pax Innovation (ICT) services Pvt Ltd is a IT company developing apps in associates with GMR international Airport Hyderabad & Delhi.

Experience : From April 2019 to June 2019
Designation : Accountant

Company : Moriz India Venture Pvt Ltd .MIV Pvt Ltd is largest Hotel Industry having lot of branches across Karnataka. MIV Pvt Ltd corporate office is in Bangalore.

Experience : From November 2016 to 28th March 2019
Designation : Accountant

Company : Damro Exports (MNC) .Damro exports is South Asia's largest furniture importer and distribution company. Damro Exports corporate office is in Srilanka and India head office is located in Bangalore.

Experience: From November 2012 to November 2016

Designation: Internal Audit Cum Accounts Executive

Experience Details:

Assisting with the review and audit of compliance with policies, plans, procedures, laws, and regulation.

Assisting with the review and audit of the accomplishment of established objectives and goals for operations and programmers and whether the operations and programs are being carried out as planned;

Assisting external auditors as required;

Drafting of reports as necessary for the approval of the Internal Auditor;

Documented and evaluated processes against best practices and established policies and procedures in place.

Prepared process questions for interviews with clients regarding their operational duties.

Assessed process risks and whether they are adequately addressed with available controls.

Developed recommendations and/or controls to address any process gaps.

Participated in the eventual implementation and roll-out of controls.

Evaluated the reliability and integrity of information and the efficient and effective use of resources at the corporate office and client sites.

Documented and report findings in presentation and process flow formats.

Reviewed compliance with state and federal laws and regulations.

Followed up on the progress of implementation of recommendations and directions as necessary.

Performed data analysis in Microsoft Excel using formulas and pivot tables as required

Assisted Internal Audit Management to carry out their fiduciary responsibilities to the audit committee and executive management.

Key audits at various regional offices of Damro Exports in Delhi, Mumbai, Kolkata, Hyderabad, Chennai, Bangalore, Kerala

Company	: Manoj Xavier and Co. is a private audit company located in Kerala which take care of the business financial audit for various
Experience	well known private sector banks, jewelers and other small business units.
Designation	: June 2011 to August 2012
	: Audit Assistant

Experience Details:

Well experienced in Concurrent and Statutory Audit of Nationalized & Scheduled Banks and Audit of other Business Enterprises

Well Knowledge in Individual Return Filing, Tax Audit & Stock Audit.

Handling Books of accounts and preparation of financial Statements of Trading, Manufacturing and other Financial concerns

Monitoring Computerized Accounting and finalization of financial statements of various concerns.

Preparation of Tax returns of various assesses and e-Filing of Returns.

Coordinate activities between the organization and the chief auditor for a successful audit

Inspect the final amounts of assets and liabilities and compare them with amounts displayed in balance sheets

Check revenue and expenses accounts to judge the amount of total debts and credibility of the organization

Verify the supporting documents of bills, receipts and reconciliation statements

Find out any discrepancies within the documents and statements and postrelevant entries to make corrections.

Key Clients: Catholic Syrian Bank, Vijaya Bank, South Indian Bank, Federal Bank, TKD Jewelers

Advanced Technical Qualification:

Diploma in Computer Financial Accounting (**DCFA**)

Certified **Tally Professional**

Passed **CPT** entrance Conducted by the Institute of Chartered Accountants of India.(ICAI).

Software Skills:

Tally 7.5, Tally ERP 9, WINMAN ERP, MS Office, Business Core.

EDUCATIONAL QUALIFICATIONS

Courses	Institution	Board/University	Month & Year of passing
B.com	Saraswathi College, Pattambi.	University of Calicut	September 2009
Plus Two	Jaya College, Chathanur.	Board of Higher Secondary Examination, Kerala.	March 2006
S.S.L.C.	St. Joseph High School, Anandapuram.	Board of Public Exams., Kerala	March 2004

PERSONAL PROFILE

Date of Birth : 18th February 1989
Gender : Male
Nationality : Indian
Marital Status : Married
Mother Tongue : Malayalam
Languages Known : English, Hindi, Malayalam, Tamil, and Kannada

Declaration

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief.

Place:

Date:

SREEJITH C.