

Jamemma James

ACCA CERTIFIED | MICROSOFT EXCEL | SAGE 50 ACCOUNTS | DATA ANALYST | TALLY ERP

+447766009064 ◇ jamemma15@gmail.com ◇ [LinkedIn](#)

SUMMARY

Recently qualified ACCA graduate with a strong academic background in accounting and finance.

Eager to contribute to a professional practice environment by applying technical knowledge, analytical ability, and a keen eye for detail.

I am a passionate and motivated professional with a Bachelor of Commerce (BCom) degree. Through the ACCA program, I have sharpened my analytical, technical, and problem-solving skills, effectively preparing me to tackle complex financial challenges in dynamic professional environments. With both my BCom and ACCA credentials, I am confident in my ability to contribute meaningfully to the accounting and finance sectors.

EDUCATION

Bachelor of Commerce in Financial Accounting, Auditing, Taxation, Management Accounting, Marian College Kuttikkanam (GPA: 8.95) 2020 — 2023

A Level in A Level in, St. Mary's Senior Secondary School (GPA: 94%) 2019 — 2020

GCSE in GCSE in, St. Mary's Senior Secondary School (GPA: 75%) 2017 — 2018

CERTIFICATIONS

ACCA, Association of Chartered Certified Accountants

SAGE 50 ACCOUNTS, Sage university

MICROSOFT EXCEL

DATAANALYST

INTERNSHIP

Financial Analysis

H-Garb

- Analysed financial statements of UK government companies to verify accuracy and consistency of reported figures and cross-checked totals and calculations using independently prepared financial models in **Microsoft Excel**. Strengthened ability to work independently, manage timelines
- Conducted data validation to identify discrepancies and ensure alignment with published financial information, and created clear and concise financial analysis reports for review by the project supervisor
- Developed strong **attention to detail**, **analytical thinking**, and **Excel proficiency** through hands-on data review, thereby gaining experience working in a structured process within an accounting-focused environment
- Applied core **accounting principles** to examine financial statements, ensuring internal consistency and compliance with public sector reporting standards and developed key transferable skills including analytical thinking, professional reporting, time management, and independent problem-solving

Accounting & Indirect Tax Internship

PINNACLE

- Completed a structured internship program focused on the VAT system, delivered by professionals from Pinnacle also gained practical understanding of VAT principles, registration criteria, input/output VAT, and compliance requirements
- Trained on preparing and filing VAT returns, including calculating taxable turnover, allowable inputs, and total VAT payable. Used TALLY ERP9 accounting software to simulate real-life VAT return filing for companies, including data entry, error checking, and form submissions
- Understood the full end-to-end process for VAT compliance, including invoice tracking, VAT reconciliation, and document retention practices. Developed a strong awareness of regulatory deadlines, record-keeping standards, and accuracy in financial submissions, participated in Q&A sessions with tax professionals, gaining exposure to client communication and industry expectations

AWARDS

Ethics and Professional Skills (ACCA)

Advanced Diploma in Accounting and Business (ACCA)

SKILLS

Financial Skills Financial Management, Portfolio Management

Professional Skills Time Management, Strict Deadline driven, professional service

Accounting Softwares Sage 50, Tally.ERP 9

Audit & Assurance (basic understanding) Internal Audit, External Audit

Taxation (basic understanding) GST, VAT

IT Microsoft Excel and Word