

PHILIP K MATHEW

Kanjirathummoottil (H)

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Career Objective

To enhance my professional skills by working a reputed company that offers me a consistently positive atmosphere to gain knowledge and impart the same and to use my leadership and communication skills in a manner best for the company.

Work Experience

➤ **MRF LIMITED, CHENNAI**

Internal Auditor, April 2019 – Present

Responsibilities include:

- Periodic visit at different regional offices, sales departments and other divisions of the company across the county as per the audit plan.
- Performing internal audits of financial and departmental operations, developing risk assessment for key business activities.
- Reviewing business process to identify control gaps and suggesting new methods to improve internal control and operational efficiency.
- Inspecting and scrutinizing financial and accounting records, receivables and payables, budget analysis etc.
- Reviewing records pertaining to tax compliance with the relevant provision as per the Act and adherence to applicable statutory norms, policies and guidelines.
- Conducting Internal Audit review meetings with the various level functional heads.
- Preparing and documenting audit findings and recommendations in a clear and concise manner in line with relevant standards.

➤ **AVG VEHICLE SALES AND SERVICES PVT. LTD, KOTTAYAM**

Accountant, September 2018 to April 2019

Responsibilities include:

- Prepared monthly financial statements.
- Prepared monthly budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
- Prepared daily book keeping operations with attention to banking reconciliation, accounts receivables and payments.
- Reviewed payroll disbursements and ensured that payments for part-time, full-time employees and overtime were accurate.
- TDS and TCS monthly payments and filing.

Academic Qualification

Qualification	Year	Institution	Board/University	Percentage
M.Com (Finance)	2018	St. Thomas College, Kozhencherry	M G University, Kottayam	72%
B. Com (Computer Application)	2016	Bishop Speechly Collegefor Advanced Studies, Pallom	M G University, Kottayam	72%
XII	2013	M.D. Seminary HSS,Kottayam	Board of Higher Secondary Education	80%
Class-X	2011	M.D. Seminary HSS,Kottayam	Board of Public Examinations	76%

Strengths

- * Knowledge of Indian Accounting Standards and principles
- * Risk assessment experience
- * Practical exposure to GST compliances
- * Risk mitigation planning and monitoring
- * Working knowledge of SAP
- * Excellent communication skills (Verbal and Written)
- * Creative problem solving
- * Ability to lead teams
- * Interpersonal and presentation skills
- * Analytical decision making
- * Integrity and credibility
- * Multi-tasking

Technical Skills

- * MS Office
- * SAP
- * LARS
- * Tally ERP 9

Certificate of Participation

- * Participated in a National Seminar on “Transforming Indian Economy: Prospects and Challenges “and presented a research paper titled “A study on the effectiveness of Tez app from the user’s perspective” department during the academic year 2017-2018.
- * Participated in a seminar on Academic and legislative perspective in Goods and Service Tax department during the academic year 2017-2018.

Personal Details

Date of Birth : 29 Dec 1995
Gender : Male
Marital Status : Single
Nationality : Indian
Language Known : English, Hindi and Malayalam
LinkedIn URL : <https://www.linkedin.com/in/philip-k-mathew-a59a35150>
Interests : Travelling, Sports etc.

Declaration

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

Place:

Date:

PHILIP K MATHEW