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|  | **Jincy Bellarmen**  Leajal Cottage, Santhipuram, Puthucurichy Po, Trivandrum, Kerala 695303  jincybellarmen@gmail.com / +91 6238179143 www.linkedin.com/in/ jincy-bellarmen-451b28164 |

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| **Finance And Accounts Professional** |

Dedicated seasoned finance expert with 4 plus years' experience in accounting and financial reporting. Competent in management, accounting vouchers, Tally ERP 9 and Microsoft office. Strong accounting and financial background with an M.com in finance.

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| **Experience** |

Sr. Document Specialist - Financial Document / RR Donnelley  *12/2021 - Current*

* Preparation of financial documents and important 5 statements such as the Statement of Assets and Liabilities, Statement of Operations, Statement of Changes, Statement of Cash Flows, Financial Highlights, and various notes to financial statements using the Arc Reporting online platform.
* In order to prepare financial papers and provide financial information to US clients, the chart of accounts was maintained.
* Produced accurate financial documents for industry-leading organizations such as Morgan Stanley, JP Morgan, State Street, BNY Mellon, All Spring, resulting in streamlined financial operations and enhanced client satisfaction.
* Over 100 audit results and process documentation reports have been prepared and delivered.
* Initiated process improvements to company's current procedures after careful study, increasing overall productivity above 90%.
* Monitored 200+ ticket delivery deadlines.

Accountant Cum Audit Assistant / PKR and Company Chartered Accountants  *07/2019 - 08/2021*

* Preparation, auditing, and passing of journal entries as well as the preparation of 2 financial statements like profit and loss statements and balance sheets.
* ITR filings and tax payments have been completed for around 100 enterprises, organizations, individuals.
* Analyzed more than 40 number of additional audit customer data depending on their business characteristics to support audit procedures.
* Involved in complete audit of major clients from various industries and evaluated 30+ audits of small and medium industrial enterprises.
* Maintained accurate invoice summaries and collection records to improve billing and cash inflow monitoring, as well as preparing monthly and year-end closing statements, financial documents, and invoices.
* Examined over 100 financial and income statements to assess the company's financial performance.
* Reviewed financial information detailing assets, liabilities and capital and prepared balance sheets and profit and loss statements.
* Interacted with internal and external auditors to help complete audits and resolve issues.
* Conducted financial analysis and research to advise senior management on forecasting decisions and to maintain financial stability.

Financial Associate / RR Donnelley  *01/2019 - 05/2019*

* XBRL Tagging of Mutual funds
* Build client relationships based on strategies meeting clients' financial goals.
* Generated reports for management and advised on necessary corrective actions.
* Processed financial aid documents and completed basic verification of information.

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| **Education** |

Master of Commerce  *11/2018*

All Saints'

Bachelor of Commerce  *06/2016*

All Saints'

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| **Certifications** |

* Tally ACE

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| **Accomplishments** |

* Recognized as Employee of the year 2022 for outstanding performance and team contributions.
* RR Donnelley 2022 Newbie Award, an employee got the team's newbie award for the first time after a 4-year absence.
* Promoted from L1 employee to L2 employee in less than 12-months. Consistently maintained high client satisfaction ratings.
* Led team to achieve quality production, earning recognition from upper management and financial reward.
* Developed relationships with 2 new clients and typically exceeded goals by 50%.

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| **Languages** |

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| English: First Language: | | |
| Malayalam: C2    Proficient: |  | Tamil: B1    Intermediate: |

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| **Skills** |

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| * Financial Reporting * Financial Analysis * Taxation * Excellent verbal and oral communication skills * Ability to handle time effectively * Strong management and team-building abilities * Versatile and easily adaptable | * Accounting and Auditing * Skilled in Tally ERP 9 |