

# Nithin Geo Stephen

Navi Mumbai, India

Email: [nithinstephen1993@gmail.com](mailto:nithinstephen1993@gmail.com)

Mob No: +91 9747310737



## CURRICULUM VITAE

### **STRENGTHS**

Post Graduation in Commerce # 2.6 years work experience in Mumbai, India, in Accounts & Audit # Hands on experience in Audit, Accounts, Budgeting and Taxes # Articulate, Positive & Organized # Strong Initiative # Excellent Written and Oral Communication Skills # Pleasing Personality.

**Date of Birth:** 13- 09- 1993

**Languages Skills** – English, Hindi, Malayalam

Unmarried, Christian Male

Passport # M5156926, India

Holds Indian Driving License

**Permanent address**

Lenkatharayil House, Kallely P O,

Konni, Pathanamthitta,

Kerala-State, PIN-689691

### **CAREER BRIEF**

#### **As AUDIT ASSISTANT**

##### **CHHOTALAL H SHAH & CO (Chartered Accountants)**

Fort, Mumbai, India

November 2016 to November 2018

#### **As Accountant**

##### **Famous Fashion Pvt Ltd**

Turbe, Navi Mumbai, India

June 2019 to December 2019

### **JOB PROFILE**

Assisting Audit Managers in the performance of complex audit assignments and investigations, often undertaking specific elements of the assignment with minimal supervision. Completing allocated work within required time and budgets and to required quality standard.

#### **Duties:**

- Planning and conducting Audit in a professional management at Clients Office.
- Involved in financial reporting.
- Compiling reports of audit and cover all the risk involved.
- Draft audit reports for review by the lead auditor and senior managers.

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- Performing audit assignments in compliance with the Local Tax Rules .
- Performing Income & GST Tax Audit and Income & GST Tax filing for Clients.
- Preparation of Budget and Forecast for Trust and Submitting to Govt for Verification.

## Key Skills and Competencies

- An excellent understanding of auditing and accounting techniques.
- Experience within an Internal or External audit environment.
- Experience of the Audit with Trust, Hospitals, Asset Management Industries.

## Accounts Management

- Handling of all levels of account books.
- Interest calculation for Bank Loan, Sundry debtors/ Creditors, Bank reconciliation statement.
- Supports budgeting and financial forecast.

## Taxation Management

- VAT, CST, EXSICE, Service Tax & GST

## ACADEMICS

### Master of Commerce (M Com)

- Bharathiar University, India

### Bachelor of Commerce (B Com)

- Mahatma Gandhi University, Kerala, India (2014)

## TECHNICAL SKILLS

- Tally.ERP9 (Tally certification from Tally Solutions Pvt Ltd, The creator of Tally)
- MS Office

## EXTRA CURRICULAR

- Plays Football
- Takes active interest in Church and other public forums for general welfare
- Like reading and updated in current affairs

## REFERENCES

Mr. Bimal R Desai, CA  
CHHOTALAL H SHAH & CO (Chartered Accountants)  
Fort, Mumbai, India  
Phone: +91 9821095992  
Email: [brdesai@chshahco.com](mailto:brdesai@chshahco.com)