

# Rejo George Varghese

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## CAREER SUMMARY

Dedicated and knowledgeable Accounting and Auditing professional skilled at performing Accounting, Auditing, Finance and Taxation works. Possess a highly professional attitude and good analytical skills.

## EXPERIENCE

### 1.Accounts and Audit Executive

R.Venkitachalam & Associates Chartered Accountants, Trivandrum

January 2017 - January 2020

#### Responsibilities:

- Statutory audit, Internal audit, Concurrent audit, Stock audit and Tax audit was done.
- Income Tax Computation of individuals, firms and Companies.
- Preparation and Finalisation of Accounts.
- Prepared Provisional, Projected and estimated Financial statements.
- Prepared and reviewed cash flow statements.
- Computation of TDS, Income Tax and GST.
- GST Reconciliation
- Preparation & verification of Books of Accounts
- Prepared Bank Reconciliation statement.
- Fixed asset verification
- Drafted Audit reports.
- Ledger scrutiny.
- Acted as the main point of contact between clients and internal teams and resolving complaints and queries.
- Lead the account teams assigned to each key client.

### 2.Accounts Assistant

Shilpa Regency, Kollam

May 2016 - November 2016

#### Responsibilities:

- Assisted in preparation of Books of Accounts.
- Voucher preparation.
- Verification of bills.

## DECLARATION

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

Date:

- Rejo George Varghese

place:

## PERSONAL DETAILS

**Nationality:** Indian

**Address :** Payattukala Rijo Bhavan  
Koodal P.O  
Pathanamthitta, Kerala  
689693

## EDUCATION

**C A Inter (Pursuing)**  
ICAI

**M.Com (Distance Education)**  
Bharathiar University

**B.Com**  
Marian College, Kuttikkanam  
CGPA : 8.23

**Higher Secondary**  
G H S S Konni  
Percentage : 90%

**SSLC**  
R V H S S, Konni  
CGPA 8.7

## TRAININGS ATTENDED

Information Technology Training  
at ICAI, Thiruvananthapuram

## COMPUTER SKILLS

**Accounting Softwares:**  
Tally, Foxpro, Oracle, SAP, Winman

**Utilities:** MS office

## SKILLS

Excellent presentation skills.

Good at communicating ideas and  
expressing thoughts.

Hardworking and Goal oriented.

## ACHIEVEMENTS

Best student Award from  
Commerce Department, Marian  
College, Kuttikkanam (2016-2017)

Participated in State level school  
youth festival