

## Josna Mathew

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### Professional Objective:

To expose myself to dynamic challenging scenarios, constantly shape my skill sets, learn from the experiences and thereby contribute to the development of the organization.

### Employment Snapshot:

#### MAC Tax and Business Consultancy – Kannur- India

Manager and Team Leader (August 2020 – Present)

#### Sankar and Moorthy Chartered Accountants - Kannur –India

Audit Executive (September 2018 – September 2019)

Articled Assistant (October 2014 – October 2017)

Duties: Auditing (External and Internal)  
Return Preparation and Filing (VAT,TDS, GST, Income Tax etc.)  
Book Keeping Assignments  
Office administrator cum Audit Senior Staff

### Duties- Auditing (External and Internal):

- Strategizing audits by understanding organization's objectives, structure, policies, processes, internal controls and external regulations, **identifying risk areas, preparing audit scope and objectives**, preparing audit programs
- **Preparation of audit plan** detailing the assignment hours, business cycle and area wise coverage of engagement member wise. The audit team normally comprises of having 4 members.
- **Assess compliance with applicable laws and regulations** by executing audit program steps, testing general ledger, account balances, balance sheets, income statements and related financial statements, examining and analyzing records, reports, operating practices and documentation;
- Assessing and evaluating management responses to audit observations and finalizing them with the manager and partner. Complete audit papers and memoranda by documenting audit tests and findings;
- **Conducting conclusion meetings to finalize** the financial statements and other deliverables including Summary Review Memorandum and Overall Financial Analysis;
- Preparation of presentation to **Audit Committee and Board of Directors**;
- **Keep up-to-date with any changes or planned changes to accounting standards** or other pronouncements and understand their impact upon the audit strategy and sharing this knowledge with colleagues; and
- **Received exceptional feedback from clients**, took more of a client-facing role based on strong client relationship management skills.

## Duties- Accounts and Finance

- Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis, monthly cost centre reports
- Preparing and processing payroll for the staff.
- Independent liaising with external auditors for preparation of audited financials.
- Preparation of annual corporate budgets closely monitored budget Forecast vs. Actual variance reports for top management review.
- Allocation of fixed assets depreciation to projects based on the monthly reports for the accurate use of fixed asset.
- Conducting Internal Inventory Auditing whenever the company facing stock discrepancies.
- Preparing documents and assisting in representation before various authorities.

## Sector Experience

- Hospital and Healthcare
- Manufacturing and Trading Sector
- Automotive and Retail sector
- Construction and real-estate
- Consumer and Industrial Products
- Banking Sector

## Technical Credentials:

- Well versed with the Tally ERP
- Well versed with MS office tools

## Education:

Examination	Institution/ Board
CA Final	Passed Group -I (Group II- Nov 2020 Exam Result Awaiting)
CA Intermediate	Institute of Chartered Accountants of India
Bachelor of Commerce	Indira Gandhi National Open University Delhi (Pursuing)

## Key Skills and Knowledge:

- Knowledge of financial reporting, accounting standards, standards on audit and audit procedures.
- Possession of strong communication skills and interpersonal skills.
- Possession of strong analytical and problem-solving skills.
- Punctuality and strong determination with a desire to succeed.
- Fast learner: I thrive on new challenges and can easily resource knowledge and “know how” for new skills

## Personal details:

Date of Birth	28 November 1993
Fluent in	English, Hindi, Malayalam and Tamil
Marital Status	Single
Passport No	R 1380455
Nationality	Indian
References	Available on request