**Joyal J Babu**

**Kottayam**

**Mob: 9645441028**

Email id: [joyaljbabu@gmail.com](mailto:joyaljbabu@gmail.com)

CAREER OBJECTIVE:

A keen planner, creative, a team player, able to work to deadlines. I can effectively utilize my knowledge, experience, positive attitude, analytical & judgmental skills in finance and accounts to make a significant difference in this area of management, policies and procedures and their approach to business and its associated matters.

WORK EXPERIENCE:

Accounting Associate

CONDUENT BUSINESS SERVICES LLP

Infopark, Kochi.

Period: June 2018 to Sep 2019

* Review and process invoices along with providing the resolutions for the invoices and releasing the invoices for payment.
* Review and validate basic essentials of valid invoice like supplier details, PO, bank account, invoice number, invoice date etc.
* Follow up with requisitions to solve hold invoice as per the accounts payable guideline.
* Adhere the internal compliance policy and guideline established by the management on their daily operational activities.
* Perform daily internal audit to ensure all invoices/queries are handled as per the guidelines.

Audit Assistant .

JDNT & ASSOCIATES CHARTERED ACCOUNTANTS, KOCHI

(Member Firm of Crowe Horwath International, USA)

Period: October 2014 to October 2017

* Producing accurate financial reports to specific deadlines.
* Finalization of accounts and preparation of financial statements in compliance Ind AS and liasing with auditors.
* Planning, managing and performing audit, assigning work and managing staff.
* Preparation of project reports.
* Journalizing transactions.
* Creation of provision & schedules.
* Internal audit
* Warehouse audit & Stock verification.
* Evaluate internal control process and whether company units are performing their planning accounting.
* Identifying business process risk.
* Preparation of documents in ROC Filing.
* Client interaction regarding audit issues and reporting to senior partners.
* Audit work- Twenty fourteen hotels and Space International (Lulu Group), Zerone consulting, Lake palace resort, Jazal foods,

EDUCATIONAL QUALIFICATIONS:

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Board/University | Year | Mark/Grade |
| Bcom | MG University | 2014 | 73% (2.92) |
| Plus Two | Higher Secondary Board Kerala | 2011 | 83% |
| 10th | Board of Kerala | 2009 | 70% |

PERSONAL ATTRIBUTES:

* Judgemental/ Strategic thinking/ Analytical skills
* Able to delegate and work pressure
* Good communication/ Presentation skills
* Effective decision making/ Problem solver

SKILL SETS:

Packages: SAP, Tally, Winman CA ERP, Winman TDS

Windows: MS Office(Word, Excel, Power Point, Outlook)

TRAINING:

* Information Technology Training conducted by ICAI
* General Management and Communication skills Course conducted by ICAI

PERSONAL DETAILS:

Date of Birth: 8th September 1993

Marital Status: Single

Language Known: English, Malayalam

Nationality: Indian

Passport No: R 3307623