

OBJECTIVE

CMA Finalist with over 4 years of experience in accounting, taxation and financial reporting. Proven track record in GST compliance, audits, MIS reporting and cost analysis, with exposure to diverse industries including professional services, manufacturing, and technology. Adept at improving reporting accuracy, ensuring regulatory compliance, and driving process improvements. Seeking to contribute strong analytical and regulatory skills in a dynamic finance team.

PROFESSIONAL EXPERIENCE

ABEY JOHN & ASSOCIATES – Kottayam, Kerala

Office Manager, May 2023 – Present

- Actively participated in cost, credit, stock, and internal audits ensuring adherence to financial and operational policies.
- Handled end-to-end monthly GST return filing, ensuring timely submission, accurate reconciliation, and full compliance with GST regulations
- Prepared and presented Management Information System (MIS) reports, providing critical data to support decision-making and strategic planning.
- Prepared, analysed, and verified financial statements and related financial records to ensure accuracy, compliance, and reliability in reporting.
- Oversaw and managed all operational and administrative activities of the firm, ensuring seamless workflow and achievement of organizational objectives.
- Performed Bank Reconciliation Statements (BRS) for clients and companies, ensuring accuracy in financial records.

KERALA AYURVEDA LTD – Aluva, Kerala

Executive – Finance, June 2022 – April 2023

- Conducted financial statement analysis and prepared Management Information System (MIS) reports to provide actionable insights and support strategic decision-making.
- Collaborated on the preparation, execution, and delivery phases of costing projects, ensuring alignment with organizational objectives and compliance standards.
- Drafted and reviewed financial statements and cost audit reports in XBRL format for seamless filing with the Ministry of Corporate Affairs (MCA).
- Executed stock verification processes and compiled monthly stock reports, enhancing inventory management accuracy.
- Generated and analyzed monthly revenue reports, enabling performance tracking and financial forecasting and data driven decision making.
- Reconciled GST data and facilitated the filing of GSTR 9 and 9C, ensuring adherence to regulatory compliance and accuracy in tax reporting. Identified discrepancies and improper practices, providing recommendations for process improvements and compliance enhancement.

ANTONAL TECHNOLOGIES PVT LTD – Kakkanad, Kerala

Accountant, November 2021 – May 2022

- Conducted analysis of financial information and provided timely Management Information System (MIS) reporting to support strategic decision-making processes.
- Managed preparing and maintaining financial records for multiple businesses within the same group of companies, ensuring accuracy and consistency.
- Prepared Bank Reconciliation statements to ensure the accuracy of financial transactions
- Oversaw reconciliation and follow-up of accounts payable and receivables, improving cash flow and financial accountability.
- Supervised and coordinated petty cash activities to ensure smooth financial operations and compliance with organizational policies.
- Computed and filed GST returns, ensuring compliance with regulatory requirements

ABEY JOHN & ASSOCIATES – Kottayam, Kerala

Internship, February 2021 – October 2021

- Prepared, analyzed, and verified financial statements and other financial records to ensure accuracy and compliance.
- Compiled data required for project reports, enhancing the accuracy and efficiency of reporting processes.
- Computed and filed Income Tax Returns and GST Returns, ensuring compliance with statutory regulations.
- Prepared Bank Reconciliation statements to maintain the accuracy of financial records.
- Conducted reconciliation and follow-up of accounts payable and receivables, optimizing financial management.
- Assisted in credit, stock, and cost audits, supporting thorough evaluations and reporting.

EDUCATION

INSTITUTE OF COST ACCOUNTS OF INDIA

CMA Final (Group IV Cleared) – 2024

Score: 62

CMA (Inter Qualified), 2020

Score: 71

BHARATHIAR UNIVERSITY, TAMIL NADU,

BBA (Bachelor of Business Administration), 2019

Score: 80

TAMILNADU STATE EDUCATION BOARD

Higher Secondary Education (Plus Two), 2015

Score: 86

Higher Education (SSLC), 2012

Score: 85

ADDITIONAL SKILLS

- Microsoft Excel (Advanced), Word, PowerPoint | Tally ERP9, Tally Prime, Zoho Books

REFERENCE

- ABEY M THOMAS (Abey John & Associates)
Managing Partner | Contact: 7511197001

LANGUAGES KNOWN

- Malayalam, English and Tamil.