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 Al Karama Dubai UAE

## Education

**Post-Graduation -**  
**Master of Business Administration**  
Marketing & Finance Mahatma Gandhi University, Kerala, India  
2018-2020

**Graduation -**  
**Bachelor of Commerce**  
Computer Applications Mahatma Gandhi University, Kerala, India 2015-2018

## Expertise

Zoho  
Tally  
VAT and Corporate tax Registration  
VAT Filing.  
Microsoft Excel  
Digital Marketing  
Customer Relation  
Serenpro

# M.T.AJITH AUGUSTINE

## Accountant and Operations Executive

Accounting professional versed in internal controls, taxation and business accounting practices. Focused on helping improve financial solvency with optimised systems and accurate forecasting. Diligent about auditing records and maintaining compliance standards. Team-oriented Accountant adept at creating clear and comprehensive financial reports to present to senior management. Enjoys being part of dynamic team. Hard-working with strong organisational skills. Achieves company goals through exceptional planning and prioritisation. Strategic planner and operational leader with strong background improving performance, productivity, efficiency and profitability of departmental and organisational operations. Practiced in providing assorted teams with support and resources to succeed.

## PROFESSIONAL EXPERIENCE

### **Big Bookkeepers | Dubai | UAE**

**2023 - Present**

#### *Junior Accountant*

- Prepared monthly bank reconciliations and compiled reports for financial reviews. Analysed monthly balance sheet accounts for corporate reporting.
- Generated invoices based on established accounts receivable schedules and terms. Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Supported team members by sharing tools, templates, trackers and databases for effective team collaboration and knowledge sharing, offering additional training as required.
- Analysed financial data to track and achieve budget targets. Coordinated hiring, recruitment and training strategies to build successful administrative team.
- Handle full cycle Accounts Receivables & Accounts Payable of clients assigned Perform bank and petty cash reconciliation Perform VAT registration and Corporate Tax registration for the clients Perform the filing VAT return and VAT refund for the clients'
- financial forecasting of the assigned clients. Experienced in Zoho books & Tally ERP Collaborate with the team to ensure accurate financial reporting

# Language

English

Tamil

Malayalam

Hindi

## Skills and Attributes

- Financial reporting Data Entry
- Bookkeeping
- Payroll
- Finance management
- Cash Flow analysis
- VAT returns
- Administrative support
- Leadership skills
- Continuous improvements
- Risk Management
- Microsoft (Excel, Word & Powerpoint) Management Skills
- Strong written and oral communication Organization and attention to detail Analytical and problem solving skills Team Player
- Active learning Clerical knowledge

2021

-

2023

### Muthoot Microfin Limited | Kerala | India

#### OPERATIONS & ACCOUNTS AUDIT

- Reconciliation of Term loan Bank Statement Risk management and control management Coordinating with different departments.
- Verification of various sources of funds Prepared monthly and quarterly internal audit reports.
- Verification and analysis of expenses Analysis of Statutory Compliance (TDS and TAX) Compiled financial data for business forecasting and budgeting.
- Recorded, classified and stored sensitive information to support financial governance.
- Kept filing, administration and recordkeeping up to date. Scheduled meetings, conferences and appointments. Coordinated events by managing budget, logistics and event support.

2018

-

2023

### WINGS OF FITNESS CLUB | KERALA | INDIA

#### OPERATIONS & ACCOUNTS

- Database administration Leading employees and mapping their schedule Recording financial transactions and preparing regular financial reports and conducting detailed financial analyses.
- Ensure that the customers are given high quality services and assist when needed Craft and execute marketing strategies that leverage Cultivated continuous improvement environment, routinely.
- identifying and addressing training needs to drive staff development.

2019

### TATA MOTORS LIMITED | KERALA | INDIA

#### OPERATIONS, HR & ACCOUNTS INTERN

- 2 Month Internship Provide support to finance department.
- Working with the operational department team. Verification of KYC of new joiners



## Personal Details

DOB 18/2/1997

Marital Status Single

Driving Licence India

## Declaration

I declare that above-mentioned details are true and relevant to the best of my knowledge and belief.