

# JITHIN PRATHAP

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## CAREER OBJECTIVE

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A semi – qualified Chartered Accountant, diligent and sincere, looking for an opening in a fast paced, growth – oriented organization, to carve out a responsible position where I can utilize my skills. I would like to work in an environment, which helps me to grow as an individual and improve myself in every sphere.

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## CAREER HIGHLIGHTS

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- Implemented internal control system in a construction company which has a Income of INR.60 crore
- Done the internal audit work of Kalyan Jewellers Private Limited which has 100 branches all over India
- Experienced in client advising and maintaining good client relationship.

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## SKILLS

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- Ability to maintain good relationship with various stake holders
- Adaptability to different types of work and work atmosphere.
- Skilled in gathering, analyzing, summarizing, interpreting financial data / statements and preparing Financial reports.
- Willingness to take up challenges as well as the ability to work well within strict deadlines.
- Strong presentation and communication skills.

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## EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

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### CA INTER

Institute of Chartered Accountants of India  
Graduated in 2019

### Bachelor of Commerce (Finance)

University Of Calicut (India)  
Graduated in 2013

### ACCA (UK)

Currently attending

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## KEY AREAS

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|------------------------------|-----------------------------------|
| ▪ Statutory Audit            | ▪ Budgeting and Variance Analysis |
| ▪ Internal Audit             | ▪ Financial Management            |
| ▪ Internal Control           | ▪ Financial Statement             |
| ▪ Working Capital Management | ▪ Cash Flow Management            |
| ▪ VAT                        | ▪ Ratio Analysis                  |

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## EXPERIENCE

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### NAM & ASSOCIATES, CHARTERED ACCOUNTANTS, KERALA. INDIA

#### **As Audit Manager**

**May 2017- Nov 2019**

- Conducted various statutory audits, internal audits, tax audits, and reconciliation of financial statements and preparation of audit report with taking into consideration legal provisions, accounting and auditing standards etc.
- Draft the internal control procedure for different companies and trained the staff to use the software.
- Developed and led a team of accounting staffs for the preparation of consolidated financial statements of Lord Krishna builders (India).
- Developed an Internal control system and provided guidance to staff to prevent violation of various statutory laws.
- Developed suitable plan to avoid wastage of fund for Lord Krishna group and succeeded in persuading the management for implementing the same
- Tested the design and implementation of internal control systems in line with client's activity of business.
- Managed and supervised audit teams, including appraisal of audit team members.
- Conducted system audit and identified deficiencies in the reporting mechanism of the software system and implemented corrective actions

### BALARAM AND NANDAKUMAR, CHARTERED ACCOUNTANTS, KERALA, INDIA

#### **As Article Assistant**

**January 2014 – January 2017.**

- Conduct Statutory Audit assignments and preparation and presentation of Financial Statements based on the Accounting Standards and Policies.
- Preparation and Presentation of Internal Audit Reports and make recommendations based on the reports
- Supervised and assisted in the statutory and internal audits of listed, private limited companies and Banks.
- Tax Audit of companies, Partnership Firms and Individuals.
- Finalization of Financial Statements, Audit reports and Recommendations
- Annual physical stock valuation in accordance with accounting standard issued by ICAI.
- Preparation and review of various reconciliation statements e.g. Bank, Cash & Stock.
- Analysis of Sundry Debtors & Sundry Creditors – Ageing, Recovery period, Balance confirmation procedures

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## ADDITIONAL INFORMATION

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### COMPUTER KNOWLEDGE

- MS Office
- Tally ERP 9.
- Completed training on information technology with Institute of Chartered accountants of India.

### PERSONAL INFORMATION

Nationality : Indian  
Date of Birth : 26/08/1992  
Passport Number : P6438587  
Marital Status : Single  
Visa Status : Visit Visa till 29/05/2020  
Linguistic Knowledge : English, Malayalam & Hindi