**JANAYA SUBEESH**

**ASSISTANT AUDITOR / ACCOUNTANT**

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Sharjah, UAE

PROFILE

Certified Accountant and Assistant Auditor with five years of experience in auditing, tax calculation, failing of tax return, accounts reconciliation, streamlining accounts and financial planning .Highly motivated professional with a proven track record of delivering accurate reports and high quality of services .Possess a comprehensive understanding of all aspects of accounting and financial planning.

A dedicated leader with ability to lead effective teams in attaining profit improvement.

EMPLOYMENT HISTORY

* **ACCOUNTANT (Jan 2016 –Sep 2018, CA Firm, Kerala, India.)**
* Managed accounting teams and ensured that all Accounting records were complete.
* Remained professional and discreet when handling Sensitive or private financial matters.
* The ability to understand any products, industries, markets with ease & apply the accounting treatment.
* Diplomatic motivator of people with the ability to build relationships, take initiative & meet deadlines.
* Strong analytical & organizational abilities in formulating accounting systems, preparing accounting records & financial statements.
* Experience in Microsoft Excel & office applications. Good knowledge of world class computer application.
* **VARIOUS COMPANIESC AUDIT WORKES (Dec 2014 – Dec 2015, CA Firm, Kerala, India)**
* Oversaw the management of all company accounts.
* Computation of tax liability.
* Verifying books and accounts of companies.
* Identifying debtors, creditors, payable, receivable .
* **NON – PROFIT ORGANISATIONS AUDIT WORK (July 2014 – Nov 2014, CA Firm, Kerala, India)**
* Identifying income and expenses of the institution.
* Understand financial statement and financial risk and impact of business decisions on Financial statements.
* Identifying balance sheet risk and revenue recognition issues on the financial statement Understand revenue recognition issue on financial statements.
* **CO-OPERATIVE SOCIETIES AUDIT WORK (Jan 2014 -June 2014, CA Firm, Kerala, India)**
* Physically examining and verify the asset of the society.
* All the asset, expanses, income, cash in hand should be vouched and according to Standard accounting procedure and principal.
* Identifying the loan given to a non-member is not without the permission of register.
* Check all receipt and payment of the society according to standard auditing practice.
* **ASSISTANT AUDITOR OF CANARA BANK , UNION BANK , SBI , FIDERAL BANK ,SOUTH INDIAN BANK CONDUCTING BOTH CONCURENT AND STATUTORY AUDIT WORKS ( Jan 2013 – Dec 2013 , Kerala, India)**
* Verifying that banks are following cash verification procedure, Tax related item, Loan Accounts.
* In cash verification procedure if any unrecorded security documents or object are placed Cash safe.
* If the branch is maintaining a record when a currency is accepted from the public. This would also include the records of receiving mutilated notes.
* Ensure that all the tax return are on time.
* Review, if any, the explanation of an outstanding entry in the system suspense account.
* Verification of tax return considered Preliminary check, Disbursement, Post disbursement Inspection.
* Responsibility to submit audit report if the balance show a fair and accurate view of all the Essential particulars required to exhibit an honest and right view of affairs with in the bank.

EDUCATION

Jan 2013 – Jan 2016 Institute of Charted Accountants of India. Internship [ Kerala]

Pursuing CA intermediate.

Master of Commerce with 75 % marks

July 2008 – Jun 2011 Bachelor of Commerce with 70 % marks [ Kerala]

June 2006 – May 2008 Plus Two with 80 % of marks [ Kerala]

COURSES

Jan 2012 - Dec 2012 Tally ERP, Peach tree, Quick book, MS-Excel, Busy, Smacc &

Practical Accounting under Spectrum Computer Education

PERSONAL DETAILS AND LANGUAGES

Fathers Name : Sasidharan

Date of birth : 5 July 1991

Gender : Female

Marital status : Married

Type of Visa : Husband visa

Passport N : T1242428

Nationality : Indian

Skills : Interpersonal, Management, Recruiting, Leadership

Languages : English, Hindi, Malayalam

REFERANCE

To be furnished on request

**Place:** **Date and Signature**