

RIYA JOSEPH

ACCOUNTANT



About Me

A Passionate in numbers and currencies. An accountant with Master of commerce specialized in finance and taxation having certification from The Institute of Certified Bookkeepers UK and 2+ years experience in the field of accounting and taxation.

Education

Master of Commerce, 2019

- Kristu Jyothi College Of Management & Technology | Kerala | India
- Affiliated to MG University
- Specilization | Finance

Bachelor of Commerce, 2017

- Kristu Jyothi College Of Management & Technology | Kerala | India
- Affiliated to MG University
- Specilization | Finance & Taxation

Grade Twelve, 2014

- Good Shepherd Public School & Jr College,Thengana | Kerala | India
- Affiliated to CBSE

Contact



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riyaj95@gmail.com



Dubai | United Arab Emirates

Expert Skills

GST | UAE VAT



Tally | Zoho Books



MS Excel



Certifications

- Diploma in Sales Tax Practice | Kerala State Rutronix | India
- Certificate Program in Financial Accounting(CPFA) | The Institute of Certified Bookkeepers | UK
- Tally ERP 9 | Institute of Tally Learning, Bangalore | India

Knowledge Hub

- Letter of Credits
- Bank Guarantees
- WPS Payroll Management,
- Value Added Taxation
- Advanced Excel Formulas

Work Experience

Assistant – Audit & Accounts

2019 September to 2021 January
Binu and Mathew CA Firm | Kottayam
| Kerala | India

- Entering purchase and sales bill in Excel and Tally.
- Responsible for submitting tax forms on behalf of clients and ensuring prompt tax payments
- Goods and Service Tax Registrations
- Goods and Service Tax Return filing
- Income Tax Return Filing
- Reconciliation, Profit and loss account and balance sheet preparation.
- ESI registration of employees and filing monthly wages contributions
- Conducted Concurrent Audits for various Private Sector Banks.
- Working as an Assistant Auditor for Internal Audit at Educational Institutions

Personal Profile

- Date of Birth | 07 May 1995
- Nationality | Indian
- Marital Status | Single
- Visa Status | Visit
- Availability to Join | Immediate
- Languages | English ,Hindi , Malayalam,

References

- Will be furnished upon request

Roles

- Student coordinator of 5th National Paper Presentation competition (March 2018).
- Core committee member of BUSINESS FIESTA (2015) management fest conducted in Kristu Jyoti College

Accountant

2021 January to 2022 January
Ideal Lamps | Kottayam | Kerala | India

- Managing Routine Accounts
- Preparation Receipts, Payments and Journal
- Preparation of Quotes and Sales Invoices
- Liaisoning with bank
- Daily Cash management
- Payroll preparations
- LPO Preparations
- Inventory Management
- Trade Receivables Management
- Bank Reconciliation
- Vendor Reconciliation
- PDC Management
- GST Client & Return Verification

IT Skills

- Accounting | Tally ERP ,Tally Prime, Zoho Books
- MS Office | Outlook ,Word, Excel ,Powerpoint
- Operating System | Windows,Linux,MAC

Projects

- A study on changing trends in Post Office services with special reference to Kottayam District ,Kerala ,India
- A study on customer's perception towards ATM cards with special reference to Changanacherry Municipality in Kottayam District,Kerala,India

Declaration

I hereby declare that the above furnished details are true in best of my knowledge and belief

Riya Joseph