Jaya Philip

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| Position Applied for: | Finance & Accounting Positions |
| Objective | Towards exploiting my expertise and obtaining a new challenge in an environment which is extremely enthusiastic and enjoyable in a well-reputed organization.  |
| Experience | 9 Years **March 2001 till May 2004** Kamath & Kamath Co. in Audit DivisionArticle ship of three years; Chartered Accountants; Mangalore **Assignments & responsibilities include:*** Auditing in nationalized banks (internal, concurrent, quarterly and statutory audits)
* Auditing for colleges
* Auditing in Trading and Non Trading concern

**July 2004 till February 2007**Accounting-Audit Division , M/s Maxma ConsultantUnder Chartered Accountants; Bangalore**Assignments & responsibilities include:*** Accounting in educational institution
* Accounting in hospital ,Research and Development Centre
* Accounting in Church dioceses
* Certifications
* Foreign contribution and Indian contribution Accounting
* Preparation of Balance sheets
* Income & Expenditure / Profit & Loss statements
* Debtors & Creditors ledger review
* VAT, Luxury tax, TDS
* Salary statements

**February 2007 till February 2010**Senior Process Executive (BPO)INFOSYS, Electronic City, Bangalore |
| EducationTrainingStrengths | Educational Qualification* Bachelor of Commerce; St. Aloysius College, Mangalore.
* Currently preparing for Chartered Accountant Exams (PE – II)

Technical Qualifications * Tally ERP Version 9.0
* ITT Certifications under Chartered Accountants of India.
* Currently pursuing CA under Chartered Accountants of India
* Information Technology Training

Under Chartered Accountants of India* Good communication skills, ability to work in a team
* Thirst for knowledge and willing to learn new things.
* Commitment, loyalty and honesty.
* Good analytical ability.
* Good understanding in the subject of Accountancy and Mathematics
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| Age & Date of Birth | 32 years (DOB: 02nd August 1978) |
| Marital Status | Married |
| LanguagesExtra Curricular ActivitiesVisa Status | Spoken - English, Hindi, Kannada Tamil and MalayalamWritten - English, Hindi and Kannada* Active participation in athletics, badminton, Karate and drawing competitions.
* Volunteered as Fun Representative for Infosys Sports and cultural fest for three years.

Residence |
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