Jaya Philip

Abu Dhabi, UAE; (Cell) +971 55 883 0826

(e-mail) [jayaphilip@gmail.com](mailto:jayaphilip@gmail.com)

|  |  |
| --- | --- |
| 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 Division  Article 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 Consultant  Under 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 |
| Education  Training  Strengths | 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 |
| Age & Date of Birth | 32 years  (DOB: 02nd August 1978) |
| Marital Status | Married |
| Languages  Extra Curricular Activities  Visa Status | Spoken - English, Hindi, Kannada Tamil and Malayalam  Written - 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 |
|  |  |