



# CHRISTIN JOY

Accountant

📍 Bur Dubai

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## PROFILE INFO

Seeking an accounting position with an internationally recognized firm where I can leverage my expertise in financial reporting, auditing, and tax compliance to contribute to the company's global operations and growth. I am eager to bring my analytical skills, attention to detail, and proficiency in accounting software to a dynamic team, while continuously developing my professional skills and gaining international experience.

## EXPERIENCE

### June 2024 - Present

Capella Tax Consultancy LLC | Dubai, UAE

#### Internship

- Assisting in tax compliance
- Data entry and management
- Preparing tax reports and documents
- Learning about UAE tax laws and regulations
- General administrative tasks

### October 2021 - June 2024

The Muthoot Group | Gujarat, India

#### Audit and Inspection Executive

- Planning Audits: Developing audit plans and schedules based on risk assessments and organizational needs.
- Conducting Audits: Performing internal and external audits to ensure compliance with policies, procedures, and regulations.
- Evaluating Controls: Assessing the effectiveness of internal controls and risk management processes.
- Analyzing Financial Records: Reviewing financial statements, records, and reports for accuracy and compliance.
- Identifying Issues: Detecting discrepancies, errors, or fraud and investigating their causes.
- Reporting Findings: Preparing detailed audit reports that summarize findings, risks, and recommendations for improvements.
- Making Recommendations: Suggesting changes to policies, procedures, and controls to enhance operational efficiency and mitigate risks.

### September 2020 -August 2021

CA Srilakshmi and Associates | Irinjalakuda, Kerala

#### Accounts Trainee

- Assisting with Financial Reports: Supporting the preparation of monthly, quarterly, and annual financial statements..
- Reconciling Accounts: Ensuring that records are consistent and correct by reconciling bank statements and other accounts
- Data Entry: Accurately entering financial transactions into accounting software

## EDUCATION

2015- 2018 | Calicut University

### Bachelor of Commerce

With Computer Applications  
Sahrdaya College of Advanced Studies

## TECHNICAL SKILLS

- Tally ERP
- Microsoft Office
- Microsoft Excel
- Google Applications
- Octa GST
- Winman
- QuickBooks
- Zoho

## EXPERTISE

- Internal Auditing
- Financial Accounting
- Corporate Accounting
- GST
- GCC VAT
- Income Tax Filing
- Accounts Payables and Receivables

- Supporting Audits: Assisting in both internal and external audits by providing necessary documentation and information.
- Handling Invoices: Processing supplier invoices, expense claims, and ensuring timely payments
- Managing Accounts Receivable and Payable: Monitoring and managing incoming and outgoing payments.
- Maintaining Records: Keeping financial records and documents organized and accessible

### **November 2019- August 2020**

IFB Appliances I Irinjalakuda, Kerala

#### **Counter Sales Executive**

- Customer Assistance: Greeting and assisting customers with product selection and inquiries.
- Product Knowledge: Maintaining a thorough understanding of the products and services offered to effectively answer customer questions and provide recommendations.
- Sales Transactions: Processing sales transactions accurately using the point-of-sale system, handling cash, credit, or other payment methods.
- Order Processing: Handling customer orders, including special requests and ensuring timely fulfillment.
- Sales Reporting: Recording sales and customer interactions, and preparing daily or periodic sales reports.
- Promotional Activities: Assisting with in-store promotions, marketing activities, and upselling products.

## **SKILLS**

- Problem Solving
- Easily Adapt
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Self - Motivated

## **LANGUAGES**

- Malayalam
- English
- Hindi
- Tamil

## **CERTIFICATIONS | SHORT TERM COURSES**

### **Diploma in Practical Accounting, and GCC VAT**

**National Centre for Labour and Learning**

October 2017 - March 2018

- Financial Accounting
- Tally ERP
- GCC VAT
- GST

### **Short Term Course on Computerised Accounting**

**KELTRON**

January 2017 - March 2017

- Tally ERP

## **REFERENCE**

### **CA Srikakshmi G**

Chartered Accountant

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### **Byju M Joy**

Zonal Manager , Muthoot Finance

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### **Sivdas Veliyath**

IFB Training Manager

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