

MITCHEL JOSEPH

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Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

Experience

February 2022 -

Attaya International Investment Company (Sohar)- OMAN (Food industry)

Accountant (Currently working)

- a) Performing Accounts payable and Accounts Receivable functions.
- b) Managing financial departments with responsibility for payroll, Bank reconciliation.
- c) Coordinating with Sales team for reconciliation of Customer Account on weekly basis and sending Ageing reports to sales persons for Collections.
- d) Review all invoices for appropriate documentation and approval prior to payments.
- e) Maintaining files and documentation thoroughly and accurately in accordance with company policies and accepted accounting practices.
- f) Coordinating with Auditors for Statutory Audits.
- g) Vouching and verifying manual documents with ERP for Authorise.
- h) Reconciliation of Vendor and Customer Accounts/Ledgers on monthly basis.
- i) Complete cash handling of Company.
- j) Preparation of Treasury and Fund position reports to support bank, cash management's, payment operations, investment management and foreign currencies.
- k) Preparation of interest and fees for inter and intra company operations.
- l) All other ad hoc tasks.

January 2021 -

B.P Rao and Company (Mysore) - INDIA

January 2022

Article Assistant

Details of work learnt during articleship period.

- a) Preparation of financial statements.
- b) Filing of GST and IT returns
- c) Incorporation of Companies
- d) GST registrations
- e) Software used - Tally ERP 9
- f) Microsoft Office (Excel, Word, Powerpoint)
- g) Audit of KNNL (Karnataka Neeravari Nigam Limited) and Atrium Hotel.

June 2019 -

Kamath and Rao Company (Bangalore) - INDIA

October 2019

Paid Assistant

Worked under Tax Consultant to gain some ideas of Tax and Accounts until my CA intermediate classes were to be started.

Education

2021

Institute of Chartered Accountants of India

CA Intermedaite group 1

200/400

2018	Institute of Chartered Accountants of India CA CPT (Common proficiency test) 134/200
2016-2019	St.Aloysius College, Mangalore Bachelor's degree of Commerce 65% (Aggregate)
2014-2016	S.D.M College of Pre-University 12th 91.17 %
2014	Anugraha English Medium School, Ujire 10th 87.20%

Skills

Excellent leadership qualities, time management and organizational skills for work.

Good communication and public speaking skills.

Attention to detail.

Innovation and ability to learn.

Interpersonal effectiveness.

Data Analysis and critical thinker.

General knowledge of business and six sigma skill.

Projects

A study on Goods and Service Tax during my final year of Graduation period.

Achievements & Awards

Certification of Tally ERP 9 with goods and service tax (2 months) with Enertech Academy, Mangalore registered under government of India.

Activities

Participated in a Social service project 'Sahaya' during my second year of graduation.

Participated in International Conference for CA students in Pune. (December 2019).

Served as a Volunteer during my final year of graduation in 'ACME' the national level fest conducted by the faculty of Commerce (February 2017).

Was an active member of Heritage Club Association during my 3 years of Graduation.

Started Investing in stock markets (Equities) in the year 2020 by analyzing fundamentals of the company.

Represented State level football 1 time and participated in inter college marathon race.

Volunteer of student organization in SDM college, Mangalore where I was incharge of organizing Kick-off activities for approximately 100 students.

Languages

English

Hindi

Kannada

Konkani

Tulu

Personal Details

Date of Birth : 21.05.1998

Marital status : Single

Nationality : Indian

Driving license: Oman and Indian

Declaration

I hereby declare that the above furnished information are true to the best of my knowledge.