



MERIN PHILIP

Accountant

PROFESSIONAL SUMMARY

Detail - oriented and organized accountant with over 2 years of experience in managing diverse accounting functions. Proficient in Tally ERP & Prime, MS Excel and QuickBooks with a solid foundation in VAT and tax regulations. Seeking a dynamic role to leverage my skills and contribute to the company's long-term success and growth.

WORK EXPERIENCE

ACCOUNTANT CUM AUDIT ASSISTANT | FEB 2023-AUG 2024

Anilsuresh & Associates

- Assisted in Internal and DP audits for a leading NBFC in India, ensuring compliance and identifying operational efficiencies.
- Conducted bank reconciliations & resolved discrepancies to ensure accuracy.
- Prepared and filed income tax returns for individual clients, ensuring compliance with tax regulations.
- Prepared financial statements for companies, trusts, and firms, ensuring accuracy and compliance for return filing purposes.
- Completed and submitted GST returns promptly and accurately, ensuring adherence to tax regulations.

ACCOUNTANT | JUNE 2022- JAN 2023

My Home - Home solutions

- Maintained day-to-day books of Accounts in Tally & reported to the senior management.
- Maintained monthly bank reconciliation statements.

INTERN | APRIL - MAY 2018

Puthuppally Service Co-Operative Bank LTD

- Categorized and organized invoices for accurate financial tracking.
- Completed and validated KYC forms, ensuring that all information was verified with supporting documentation.

CERTIFICATIONS

- Advanced Training Course in Taxation and VAT - UAE - June 2024
- Certificate in QuickBooks Accounting - March 2024
- Diploma in Computerized Financial Management - May 2022

CONTACT

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Dubai

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SKILLS

- Knowledge of VAT
- Tally ERP & Prime
- QuickBooks
- MS Excel
- MS word

LANGUAGES

- English
- Malayalam

EDUCATION

2019-2021

MAHATMA GANDHI UNIVERSITY
Masters of Commerce
Finance - 3.95/5

2016-2019

MAHATMA GANDHI UNIVERSITY
Bachelor of Commerce
Finance - 8.78/10

2014-2016

BOARD OF HIGHER SECONDARY
EXAMINATION - GOVT OF KERALA
Commerce - 87.8%