



## About me

I am truly passionate and futuristic on my career in finance and accounts with 2+ years of working experience in Accounts, Audit, Tax and Finance.

## Objective

Seeking a challenging career where my skills and achievements could be truly pursued and to achieve my goals by fulfilling company goals

## Contact Address

Mangalathu Veedu

Maniyar P.O, Punalur, Kollam- 691333

**Mob:** [+91] 8943722831, 7012803672

**Email:** Prajoth97@gmail.com

**Passport No:** S3410119

## Personal Details

**Date Of Birth :** 04- February- 1997

**Nationality :** Indian

**Marital Status :** Single

**Linkedin:** <https://www.linkedin.com/in/prajothp-01b121169/>

**Indeed:** <https://my.indeed.com/p/prajothp-87ksyah/profile>

## Languages known

English • • • • •

Malayalam • • • • • • •

Tamil • •

## Key Strength

- Speed and Accuracy
- Good interaction
- Quick Learner
- Ability to adapt changes
- Team Work

## Key Skills

- Time Management
- Critical Thinking
- Strong Written & Oral Communication
- Active Learning
- Computer hardware & software based knowledge
- Innovative & Problem Solving Skills
- Interpersonal Communication
- Client dealing
- Optimistic

# PRAJOTH P

FINANCE & ACCOUNTS

(B.Com, M.Com)

## Experience

**Accounts & Audit Assistant** at Jawahar.U, Chartered Accountant Firm, Punalur, Kollam, Kerala, from **02/08/2017 to 29/02/2020**

## Key Responsibilities

- Review client's financial statements and verify that amounts recorded are accurate and complete.
- Preparing income tax computations and filling of tax returns.
- Produce reports highlighting risk areas and providing potential solutions.
- Perform Internal audits, Statutory audits and bank audits.
- Identify and evaluate procedures and operating policies in tax reporting processes and verify that such procedures are in accordance with tax laws and regulatory guidelines.
- Perform GST returns of client firms and maintain good communication with clients.
- Accounting and book keeping services of clients.
- Perform direct interactions with Income tax and GST officials regarding assessment notices of clients.

## Education

- **M.Com with Finance (Pursuing)** Indira Gandhi National Open University, Delhi – (2018 – 2020)  
Sree Narayana College, Kollam
- **B.Com with Computer Application** University Of Kerala, Trivandrum (2014 – 2017) 60%  
Sree Narayana Guru College of Advanced Studies, Punalur
- **Higher Secondary Education** Kerala State Board of HSE (2012 – 2014) 68%  
SN Trusts HSS Aickarakonam, Punalur

## Project

- Title of the Project : **"A study on impact of HRM practices on implementation of Total Quality Management"** at State farming Cooperation of Kerala.
- Duration of the project was from **16<sup>th</sup> February 2017 to 31<sup>st</sup> March 2017**. Project was done during my final year Graduation.

## Reference

- Jawahar. U, B.Com, FCA, Chartered Accountant  
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Phone No : +91 9847516525  
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## **Professional Skills**

- MS Office Applications
- Book keeping
- Goods and Service Tax
- Financial Reporting and Analysis
- Tally ERP 9
- Reliable with internet and applications
- Journals & Ledger
- Depreciation Calculations
- Auditing
- Balance Sheet
- Trading, Profit & Loss Account
- Bank Reconciliation
- Income Tax Return Filling
- Payroll Preparation
- Asset Management

## **Declaration**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.