



## EXECUTIVE SUMMARY

I am an account handler with strong interpersonal skills, highly creative and motivated to help businesses acquire and maintain clients long-term.

## SKILLS AND EXPERTISE

- Excellent communication skills
- Strong interpersonal skills
- Time management and organization

## CONTACT ME AT:

Email:  
alanvmathew25@gmail.com  
Phone: (+91) 9562558971  
Address : uzhathil(H)  
Angadical, Puthencave, p.o  
Chengannur, Alappuzha,  
kerala, india

# ALAN V MATHEW

## AUDIT ASSISTANT

### WORK EXPERIENCE

#### AUDIT ASSISTANT

ART GROUP OF COMPANIES, KERALA, INDIA |  
SEP 2019 – present

- Prepares audit reports with analysis, appraisals, and recommendations
- Develops detailed audit plans and programs.
- Assisting in the planning and completing of the operational audits (that includes financial accounting, order to cash etc.)
- Performing audit processes such as identifying internal controls and recommending improvements

#### JUNIOR ACCOUNTANT

ROYAL ENFIELD, KERALA, INDIA | DEC 2017 –  
AUG 2019

- Assist with the preparation of financial statements
- Analyze and reconcile bank statements and general ledgers
- Post journal entries for accrued expenses and revenue
- Maintain and record fixed assets
- Prepare and file local compliance reporting as necessary

### CERTIFICATION

#### DIPLOMA IN FOREIGN ACCOUNTING

(TALLY ERP 9, MS OFFICE, MANUAL ACCOUNTING, PEACH TREE)

### ACADEMIC PROFILE

#### BHARATHIYAR UNIVERSITY

MBA FINANCIAL MANAGEMENT (SDE)

#### MAHATMA GANDHI UNIVERSITY

B.COM WITH COMPUTER APPLICATION





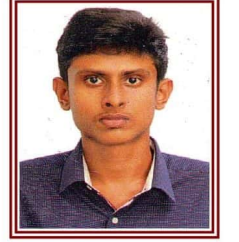
Tamilnadu State University

பாரதியார் பல்கலைக்கழகம்  
தொலைமுறைக் கல்விக்கூடம்  
**BHARATHIAR UNIVERSITY**  
**School of Distance Education**

Established by Tamilnadu State Legislature under Bharathiar University Act, 1981 (Tamilnadu Act No. 1 of 1982)

Certificate No. : 2021/133030

**COURSE COMPLETION CERTIFICATE**



This is to certify that **ALAN V MATHEW** with Enrollment No.  
**19CBFMN0126** underwent the **M.B.A. Financial Management** Degree course  
in the School of Distance Education during the Calendar Year Batch (2019 To  
2020) and he/she has completed the duration of the course. Statement of marks and  
Provisional / Degree Certificate may be referred for result.

Monday, June 21, 2021 11:26:50





DIRECTOR



Coimbatore - 641046, Tamil Nadu, India. web portal : <http://sde.b-u.ac.in>



# Mahatma Gandhi University

(Established by Kerala State Legislature by Notification No. 3431/Leg.C1/85/Law, dated 17th April 1985)



## FACULTY OF COMMERCE

*The Syndicate of the Mahatma Gandhi University hereby makes known that Sri **ALAN V MATHEW** has been admitted to the **Degree of Bachelor of Commerce** he having been certified by duly appointed examiners to be qualified to receive the same and having been by them placed in the **D** grade with a Cumulative Credit Point Average of **5.53** at the examination under Choice Based Course-Credit-Semester System and Grading held in **May 2018** with the following courses.*

*Common Course I*

**ENGLISH**

*Common Course II*

**MALAYALAM**

*Core Course*

**COMMERCE**

*Vocational Core Course*

**COMPUTER APPLICATIONS**

*Open Course*

**INTERNET, WEB DESIGNING AND CYBER LAWS**

*Given under the seal of the University.*

University Buildings  
Priyadarshini Hills P.O.  
Kottayam - 686 560  
Kerala, India

Dated: 22 MARCH 2019



*Vice-Chancellor*



# DIPLOMA IN FINANCIAL ACCOUNTING AND ADMINISTRATION PROFESSIONAL



Awarded to

**ALAN V MATHEW**



Certificate of Course Completion

Reg No : **1765/FD/17**

Issued Date: 22/09/2018

A handwritten signature in black ink, likely belonging to the Director of the institute.

Director

ENBRIDG Institute of Management & Technology

The authenticity of this certificate can be verified on Enbridg website: <http://www.enbridg.com> / scan the QR Code



DIPLOMA IN FINANCIAL ACCOUNTING  
AND ADMINISTRATION PROFESSIONAL

**CERTIFICATE OF PROGRAM SPECIFICS**

<b>Student Name</b>	ALAN V MATHEW
<b>Reg No</b>	1562/FD/17
<b>Total Hours</b>	500HRS
<b>Issued Date</b>	22/09/2018

<b>Course Modules</b>	<b>Training Hours</b>
Professional Accounting	200
Tally ERP 9 (GST Version)	140
GST	30
Payrol Management	10
Peachtree	50
Microsoft Excel	30
Microsoft Word	20
Microsoft Powerpoint	10
Hardware & Networking	10



Director

ENBRIDG Institute of Management & Technology



टाईप / Type  
P

राष्ट्र कोड / Country Code  
IND

पासपोर्ट नं. / Passport No.

**S8957555**

उपनाम / Surname

VARGHESE MATHEW

दिया गया नाम / Given Name(s)

ALAN

राष्ट्रीयता / Nationality

लिंग / Sex

**जन्मतिथि / Date of Birth**

भारतीय / INDIAN

M

22/06/1996

जन्म स्थान / Place of Birth

PUTHENCABU, KERALA

जारी करने का स्थान / Place of Issue

COCHIN

**जारी करने की तिथि / Date of Issue**

**समाप्ति की तिथि / Date of Expiry**

23/10/2018

22/10/2028

P<INDVARGHESE<MATHEW<<ALAN<<<<<<<<<<<<<<<<<  
S8957555<OIND9606221M2810227<<<<<<<<<<<<<<<8



निर्वाचन / OBSERVATION

विभिन्न सेवा / MISCELLANEOUS SERVICE



S8957555

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

MATHEW SAMUEL

माता का नाम / Name of Mother

SUSAN MATHEW

पति या पत्नी का नाम / Name of Spouse

पता / Address

UZHATHIL HOUSE, ANGADICAL

PUTHENCavu PO, CHENGANNUR, ALAPPUZHA

PIN: 689123, KERALA, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

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