



SIJI SAM

ACCOUNTANT

PROFESSIONAL EXPERIENCE

Associate

Chartered Accountant Cherian Thomas & Company
Pathanapuram, Kerala, India

03/2023 – 09/2024

- Prepare books of accounts in accordance with basic accounting principles.
- Finalize financial statements to ensure accuracy and compliance.
- Prepare income tax returns in accordance with the Income Tax Act, 1921.
- File Goods and Services Tax (GST) returns in compliance with regulatory requirements.
- Generate accurate and timely financial statements that meet accounting standards and regulatory obligations.
- Develop comprehensive budgets and forecasts to support strategic decision-making and monitor financial performance.
- Ensure compliance with tax laws by preparing and filing tax returns, including income tax, GST, and other applicable taxes.
- Coordinate and assist with internal and external audits, providing necessary documentation and explanations to auditors.
- Implement cost control measures to optimize expenses and enhance profitability.
- Monitor cash flow projections and manage liquidity to meet operational requirements and financial commitments.
- Identify financial risks and implement strategies to mitigate them effectively.

INTERNSHIP

- Capella Tax Consultancy LLC – Al Ain, UAE (Online)

EDUCATION

- 2023** **MBA FINANCE & HR**
Kerala Technical University, Trivandrum Kerala, India
- 2020** **B.COM FINANCE & TAXATION**
MG university Kottayam, Kerala, India
- 2017** **Higher Secondary**
Board of Higher Secondary Examinations, Kerala, India
- 2015** **High School**
Board of Public Examinations, Kerala, India

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- ✉ sijisam15@gmail.com
- 🌐 Sharjah, UAE

ABOUT

Highly skilled and detail-oriented Associate with extensive experience in accounting, finance, and tax compliance. Proficient in maintaining accurate books of accounts, preparing and finalizing financial statements, and ensuring adherence to regulatory requirements. Experienced in income tax and GST return filings, budget preparation, cost control, and cash flow management.

KEY SKILLS

- Tax Compliance
- Auditing
- Financial Analysis
- Reconciliation
- Cash Flow Management
- Financial Statements
- Variance Analysis
- Data Entry
- Financial Modelling
- Time management
- Analytic skill
- Hardworking
- Communication skill

SOFTWARE PROFICIENCIES

- Internet & email
- MS Word
- MS Excel
- MS PowerPoint

LANGUAGES

- English
- Malayalam

PERSONAL DETAILS

DOB 15/10/1999
Nationality Indian
Marital Status Married
Gender Female
Resident status Spouse visa

HOBBIES



Music

Cooking

Travelling



Movies

Playing badminton

Singing

CERTIFICATION

- Advanced certification in corporate tax & VAT
Skill Mount education -2024 (pursing)
- Certified in NPTEL corporate Finance course
- VAT
- Corporate Tax
- Zoho
- Quick books
- Tally Prime
- GST

ACHIEVEMENTS & AWARDS

- Earned first prize for product launch in national level management fest

PASSPORT DETAILS

Passport No : W0091502
Date of Issue : 17/05/2022
Date of Expiry : 16/05/2032
Place of Issue : Trivandrum

DECLARATION

I hereby declared that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

SIJI SAM