

# JISHA MATHEW

## AUDIT EXECUTIVE

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### SUMMARY

Experienced Audit Associate with a demonstrated history of working in the accounting industry, notably at BDO India. Proficient in preparing financial statements, Skilled in statutory, tax, and internal audits, including banks, with a strong foundation in general accounts management. Known for the ability to work with and lead diverse teams while continuously seeking professional growth. Career goal includes advancing within the audit and accounting field to leverage skills in financial reporting and auditing to drive organisational success.

### WORK EXPERIENCE

#### **07/2023 - 06/2025 AUDIT EXECUTIVE ,**

##### **CS Deepu.R, Bcom, FCS - Trivandrum, India**

- Prepare and review monthly, quarterly, and annual financial statement
- General Ledger Maintenance and review journal entries and financial statement review made by junior accountants.
- Coordinate closing processes and ensure accurate accruals, adjustments, and bank reconciliations, direct and indirect tax compliance as per tax regulations, including financial reporting.
- Assist in preparing audit planning, working papers preparation and execution, also budgets and forecasts, analyze variances between actual and budgets.
- Ensure compliance with internal policies and relevant accounting regulations (IFRS) and tax returns monthly and annually.
- Monitor compliance with financial policies and suggest improvements to accounting processes and controls.
- Maintain financial records, prepare reports, and ensure compliance with accounting regulations
- External audit, tax audit, internal audit, tax assessment of various companies and tax filings.

#### **06/2022 - 07/2023 ACCOUNTANT /AUDIT ASSOCIATE,**

##### **BDO UAE - (Offshore Branch of BDO UAE) Chennai, India**

- Preparation of financial statements with applicable financial reporting framework (IFRS for SME and MM clients).
- Assist in the planning and execution of financial audits in compliance with auditing standards.
- Review internal control systems and identify process improvement opportunities. Also prepare audit documentation and Internal controls evaluation in accordance with firm standards.
- Communicate effectively with clients to obtain necessary documentation and clarification for Compliance checks as part of statutory audit.
- Analyze financial data and document audit findings and recommendations.

- Ensured and met strict deadlines under various reporting timelines with adherence to policies and procedures as well as to relevant local regulations.
- Maintain accurate financial records and ensure compliance with accounting standards and regulations and Prepared FS for IFRS based UAE clients.

## **EDUCATION AND TRAINING**

<b>01/2022</b>	<b>CA - INTER QUALIFIED, Institute of Chartered Accountants of India Pursuing CA FINAL</b>
<b>03/2018</b>	<b>Diploma in Multilingual Office Automation and Financial Accounting</b>
<b>01/2016</b>	<b>Bachelor's in Finance, St.John's College, Kerala Kerala University - India</b>

## **KEY SKILLS**

- MS Excel spreadsheet management
- Skilled in MSword formatting and editing
- Proficiency PowerPoint
- Tally ERP system management
- CaseWare software expertise- accounting software
- Caseview application expertise
- Tax audits.
- Tax reconciliation.
- Analytical thinking, Data Analysis ,and problem solving,Team collaboration
- Drive to keep learning and continuously improve skill set, Team collaboration and willingness to learn, and Proactive Attitude.

## **CERTIFICATIONS**

- Certificate of world environmental day paper presentation under college level (Conducted P G department of environmental science)
- Certificate of world environment day paper presentation(Conducted by PG department of environmental science)
- Certificate of Advanced Integrated Course of information Technology and Soft skills (AICITSS) and Communication skill course.

## **ACHIEVEMENTS**

- Lead member in Financial records preparation team for SME clients in BDO India.
- Presented on behalf of the group in ICAI's advanced GMCS program

## **PERSONAL INFORMATION**

- Visa status: Spouse visa (Till janary 2027)
- Nationality: Indian
- Language: English, Malayalam (Both Fluent).