

Name : Jithu Mangattu Jayachandran
Email : jithumangattu@gmail.com
LinkedIn : www.linkedin.com/in/jithu-m-j
DOB : 12-10-1997
Contact Number : +973 66948695
+91 8921599624.



Academic Qualifications

Year	Degree/Examination	Board/Institute	Marks	Rank (if any)
2016-2024	CA Articleship	Institute of Chartered Accountants of India	-	Completed
	CA Inter Group 1		209/400 (52%)	Exemption in 1 subject
	CA CPT		106/200 (53%)	Cleared with First class
2025	B. Com.	Indira Gandhi National Open University	NA	Pursuing
Mar 2015	Class XII	MKM HSS Piravom, Ernakulam	1121/1200 (93%)	A+ in 4 subjects
Mar 2013	Class X	ST Paul's HSS Veliyanad	90%	A+ in 7 subjects

Work Experience

Accountant – Tecon Construction W.L.L., Tubli, Kingdom of Bahrain

October 2025 to Present

(A Reputed Construction Company in design, installation and Supervision of high quality Post tensioning works)

- Managed end-to-end accounting processes including **purchase and sales entries**, vendor reconciliations, and monthly closing of books.
- Prepared and issued **quotations and client agreements**, ensuring accuracy and timely follow-ups with clients and suppliers.
- Handled **payroll processing** for staff and workers, ensuring compliance with statutory requirements and accurate disbursement of salaries.
- Coordinated with suppliers and clients for **payment follow-ups**, improving receivables collection and maintaining positive cash flow.
- Maintained detailed records of **project costs and material purchases**, supporting project budgeting and financial forecasting.
- Collaborated with the engineering team to understand project requirements and translate them into cost-effective procurement plans.
- Ensured proper **documentation and filing** of financial transactions in compliance with internal and external audit requirements.
- Assisted in the **preparation of monthly financial reports**, including profit & loss statements and cash flow analysis.
- Improved document organization by implementing a new filing system, reducing invoice retrieval time

Accountant – Samudri Foods India Pvt Ltd, India

April 2024 to July 2025

(A well-known firm in the field of FMCG in Kochi, Kerala with a clientele of 1200+ shops & 60+ distributors)

- Recorded and tracked production cost for over **40,000 units per month**, ensuring accurate valuation of inventory and cost of goods sold.
- Reconciled daily sales across a fleet of **5 delivery vehicles, maintaining 100% accuracy** in cash and credit transaction records.
- Monitored and analyzed operational expense amounting to Rs.7 lakh/month, helping management identifies and **reduces unnecessary appending by 15%**.
- Processed and recorded 1200+ customer and 20+ vendor transactions monthly with minimal errors, maintaining healthy cash flow and account balances.
- Supported inventory audits and identified **discrepancies worth over Rs.50000**, improving inventory control and loss prevention.
- Reduced monthly expense reporting **time by 30%** by streamlining data entry and automating recurring entries in accounting software.
- Helped implement a batch-wise costing model that improved cost transparency across 7+ different product categories.
- Coordinated with logistics team to reconcile daily dispatches and returns from multiple distribution routes, **reducing stock mismatch by 90%**.
- Prepared costing sheets for new product launches, enabling accurate pricing strategies and maintaining desired gross margin levels.
- Conducted daily bank reconciliations for high-volume transactions, identifying and correcting mismatches efficiently to support smooth cash flow management.

Articleship & Audit associate – Margarete M Sadamal & Associates.

April 2021 – April 2024

(Leading CA firm in Bangalore, well known for Statutory audit, Tax audit, GST Audit and Bank audit with 200+ clients)

- Part of Statutory Audit team of the organization, having worked on statutory audit assignments for multiple clients.
- Executed **Statutory and Tax audits** including site visit, analysis of financial statements and report filing of corporate and non-corporate clients in sectors such as Advertising and marketing, Textiles, Consumer goods, Construction, Financial services
- Synchronized audit activities of various clients within time constrain as well as **trained 4+ junior staffs**
- Handled various areas including inventory, cost of goods sold, trade payables, trade receivables, provisions, employee benefit expenses, borrowings, deposits
- Drafted and filed approx. 20+ TDS Returns, 100+ GST Returns, 25+ GST Annual Returns and Audit Reports
- Managed various issues in goods and service tax including **Returns, Registrations, Cancellations, E-Way bill, SEZ Units, etc.**
- Core team member - developed standard operating procedures for the firm for GST Audits
- Prepared and filed **100+ Income tax returns** for diverse client base ranging total income from ₹3 lakhs to ₹20 crores.
- Ensured compliance of clauses of form 3CD and prepared tax audit report u/s 44AB
- Preparation of Books of Accounts & Financial Statements as per AS & Schedule III including cash flows of Corporate Entities.
- Engaged into preparation of Partnership deed and GST registration of firms.
- Managed **payroll processing** function and issuance of Form-16.
- Improved the process of retaining working papers, drafting of independent audit report, CARO 2020 by designing **standard layout** and the same were adopted by peers. Part of the Bank Audit Team and obtained various audit evidence of the area under check and also assisted in preparing LFAR.

Position Of Responsibility

Representative in Covid – Rapid Care Team 2020

- Acted as a prime official representative in Covid 19 – Rapid Care Team in collaboration with National Disaster Management Authority and Ministry of Health and Family Welfare, India
- Volunteered and assisted the Social Workers and Primary Health Staffs in the fight against Covid

Member of S.C.O.P.E by Corporate Educational Agency, Diocese of Pala, Kerala (2010-2013)

- Participated in various events and classes conducted by the organization for molding the students Career towards Civil Service Examination.
- Team Leader of the group for organizing, initiating and implementing various events in the program.

Software Skills

- Tally Prime
- Tally Erp 9
- MS Office

Other Personal Details

- Nationality : Indian
- Marital Status : Unmarried
- Linguistics : English, Malayalam, Tamil, Hindi
- Driving License : Indian – Yes
Bahrain - No
- CPR No : **971049874**

Other information

- Assisted a private educational institution **engaged in coaching and tutoring** of finance related subjects for students from Grade XI onwards.
 - Represented my school in the **Science Education Test** and obtained **A Grade** for a consecutive 3 years.
 - Class Topper of Commerce Department in Class XII.
-