

MATHEW ROY

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SUMMARY

B.Com graduate from Sacred Heart College with a solid foundation in financial accounting, finance, and data analysis. Proficient in Microsoft Excel , Word and Tally, with practical experience in financial documentation and compliance gained through internship . Proficient in Microsoft Excel, supported by a certified add-on course and is keen to contribute to financial crime prevention in a dynamic professional environment.

WORK EXPERIENCE

April 2024 - May 2024

Intern, Jyothi V M and Co Chartered Accountants,Kochi

- Gained hands-on experience with financial data analysis, tax filings and tools like Tally, Excel, and GST/Income Tax portals, which strengthened attention to detail and data interpretation.
- Supported compliance-related activities such as document verification, audit preparations, and the use of digital platforms like MCA and eMudhra, contributing to better understanding of identity validation and regulatory compliance..

EDUCATION

Bachelor of Commerce(Finance and Taxation)

CGPA: 7.22

Sacred Heart College, Thevara

12 th Grade

CGPA: 94%

Cardinal Higher Secondary School, Thrikkakara

10 th Grade

CGPA: 86%

Rajagiri Public School, Kalamassery

SKILLS

- Microsoft Excel - Pivot Tables, VLOOKUP,FORMULAS
- Adherence to Compliance
- Communication Skills
- Microsoft Word
- Multi Tasking
- Analytical Thinking
- Adaptability
- Tally ERP
- Team Collaboration

PROJECT

Study on Customer Satisfaction of Fast Food Chain Outlets of Ernakulam District

Analyzed survey data from 100 respondents to identify key satisfaction drivers using Excel-based statistical tools. Gained hands-on experience in data interpretation, trend analysis , reporting and strengthening core analytical skills.