

William Mathew
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Objective: Interested in a position as a Chartered Accountant with a leading organization, where I can utilize and enhance my skills, knowledge and expertise in the field of accountancy and enhance my career.

Experience: Griggs Sales Corp. New York, NY
Chartered Accountant 2/2/2007 to Present

- Provided costing information for management, introduced cost cutting methods and assisted organization to determine suitable selling prices.
- Maintained financial and accounting records and prepared accounts and management information for small businesses.
- Provided information on matters concerning the formation, financial structure and liquidation of limited companies.
- Provided financial information and advice to clients on merge and acquire of companies in order to expand business.
- Advised clients to develop and deal with insolvency specific areas of business.
- Prepared financial statements, including monthly and annual accounts.
- Reviewed the company's systems and analyzed risk.
- Detected & prevented fraud, and managed & assisted junior colleagues.
- Conducts tests to check financial information and systems
- Conducted audits to check financial information and systems.
- Advised clients on tax planning (within current legislation to enable them to minimize their tax liability).
- Assist in the installation of computerized systems and the development of programmes
- Responsible for investigating the accounting methods of clients and make recommendations, where appropriate.

JPCC Pvt. Ltd. New York, NY
Staff Accountant 1/3/2004 to 1/31/2007

- Created, entered and posted adjusting, standard and recurring journal entries.
- Assisted operations and controller with creating annual budgets.
- Prepared, tracked and reconciled commission reports and discussed questions with sales staff.
- Prepared audit lead schedules.
- Developed a cash flow statement using Oracle system.
- Prepared, examined, and analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural

standards.

- Developed, maintained, and analyzed budgets, preparing periodic reports that compared budgeted costs to actual costs.
- Reported to management regarding the finances of establishment.
- Computed taxes owed and prepared tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Prepared forms and manuals for accounting and bookkeeping personnel, and directed their work activities.
- Analyzed business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses and to provide advice.
- Developed, implemented, modified, and documented record keeping and accounting systems, making use of current computer technology.

Affiliations: Member of the Association of Chartered Accountants 2007

Education: State University of New York New York, NY
Masters of Arts in Accountancy 2003

State University of Georgia Atlanta, Georgia
Bachelors of Arts in Accountancy 2000

Key Skills: Oracle, ADI, Timberline, MAS90, QuickBooks, MS office, People Soft, AS/400,CTI

References: Available upon request