

CURRICULUM VITAE

AjeeshMon Mathew



CAREER OBJECTIVE

To utilize my skills to the best of my efficiency, become an indispensable part of the organization for which I work and selflessly contribute towards its growth.

PERSONAL INFORMATION

Name	AjeeshMon Mathew
Title	Mr.
Date of Birth	13/05/1986
Marital Status	Married
Contact Address (Present)	MSFS Provincialate, Satgaon – Narengi, Udayan Vihar P.O, Guwahati – 781 171, Assam
Contact Address (Permanent)	Thakadipurathue (H), Meloram (P.O),Meloram (Via), Idukki (Dt.), Kerala – 685532
E-mail address	ajeeshmathewd@gmail.com
Telephone Home	09495378340
Mobile	09085305060

ACADEMIC PROFILE:

COURSE	INSTITUTION	UNIVERSITY	YEAR OF PASSING	% MARKS OBTAINED
M.com	D. M College Imphal	Manipuir University	2011	55.14%
B.com	St. Dominic College, Kanjirappally	Mahatma Gandhi University	2007	48.21 %
Plus Two	St. Josephs H.S.S Peruvathanam	Board of Higher Secondary Education	2003	65.16%
S.S.L.C	St. Josephs H.S.S Peruvathanam	Board of Public Examination	2001	38.5%

EMPLOYMENT HISTORY:			
1.			
Name of Employer	Catholic Medical Centre, Imphal		
Location	Imphal, Manipur, Northeast India		
Post held	Chief Accounts Officer		
Dates	From	June, 2007	To June, 2012
Duties & responsibilities	Preparing the accounts related documents, computer data entry and finalization of accounts for audit and statutory balance sheet as per the requirements of the accounting systems. Preparation of Tax and TDS, Balance Sheet, Pay rolls, PF Account, Utilization Certificates. Project related accounts of various national and international funding agencies		
Reason for leaving	Professional growth		

2.			
Name of Employer	Fransalian Agency for Social Care and Education in India (NGO) and S.F.S Group of Educational Institutions in Northeast India. One College, 7 Higher Secondary Schools, 15 High Schools and 40 Registered Societies, spread in the Seven States of Northeast India		
Location	Guwahati ,Assam		
Post held	Chief Accounts Officer		
Dates	From	July, 2012	To Till Date
Duties & responsibilities	Preparing the accounts related documents, computer data entry and finalization of accounts for audit and statutory balance sheet as per the requirements of the projects and accounting systems. Preparation of Tax and TDS, Balance Sheet, Pay rolls, PF account, Utilization Certificates. Frequent visit and financial monitoring to Project sites to scrutinise accounts. Preparation of fund flow and internal audit of the following agencies as Manos Unidas, Misereor, Kindermissionswerk, German Doctors, Loyola Foundation, IGSSS, FVTRS, CBR Forum, etc. Preparation of project control ledger in TALLY. Resource person for Capacity building programmes on FCRA, TALLY and local accounts to project holders.		
Reason for leaving	Professional growth		

Languages				
Language	Understand	Speak	Read	Write
Malayalam (mother tongue)	Yes	Yes	Yes	Yes
English	Yes	Yes	Yes	Yes
Hindi	Yes	Yes	yes	No

MAJOR CONFERENCES/SEMINARS/WORKSHOPS ATTENDED	
Month/Year	Description
June, 2009	Seminar on Fundamentals of Finance and Accounting for Non Profit Organisation organised by Mr.AS Biswas & Co Chartered Accountants

April,2010	Maintenance of project related accounts, Organised by RSM & Associates
June, 2011	FCRA related government regulations & Taxation for societies, organised by Social Forum, Guwahati
July, 2013	Outreach Seminar on FCRA Act 2010 at Guwahati, organised by Ministry of Home Affairs .
Sep. 2013	Consultation workshop on accounting practices, organised by CBR Forum, Bangalore
Feb. 2014	Training on Finance and administration, Organised By Bosco D'souza, CA, at Northeast Diocesan Social Service Society, Assam
Nov.2016	Financial Management Training Workshop, Organised By Misereor IHR Hilfswerk Germany at Guwahati

ADDITIONAL INFORMATION

Computer skills: MS-Office, MS Excel, Tally 9 , Knowledge of TDS
Leisure Time: Reading, Music, Sports and travelling.

DECLARATION

I certify that the information provided by me is true and correct and I understand that providing false or misleading information will disqualify me from appointment, or if appointed, will render me liable to disciplinary action which could lead to dismissal.

Date: 04/02/2017

AjeeshMon Mathew

Place: Guwahati, Assam

Employment References	
Name of Referee One	Mr.Lijo Enamplasseril
Employer name	Catholic Medical Centre
Contact Address	Imphal-795001-Manipur
Post held	Director
Telephone	08974054331
Name of Referee Two	Mr.Manuel Uppamthadathil
Employer name	S.F.S Group of Educational Institutions - Northeast India
Contact Address	MSFS Provincialate, Satgaon – Narengi, Udayan Vihar P.O, Guwahati – 781 171, Assam
Post held	President
Telephone	Mob:08811083442
Name of Referee Three	E Madhusoodana Reddy, Chartered Accountant
Contact Address	RSM & Associates, Azam Manzil, 1-2-597/20/6, Lower Tank Bund Road, Hyderabad-500029, A P.
Post held	Founder Director of RSM & Associates
Telephone	Mob: 09848031074 Email: rsmassam@yahoo.com

