

Aswathy Mani

Auditor (CA Inter)

Dubai

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+971505154189

Highly skilled and meticulous auditor with years of auditing and accounting experience exceptional attention to detail and ability to perform complex accounting reviews. Able to work well independently with little to no supervision or as a member of a professional accounting and auditing team. Superb skills in explaining complex financial information to all levels of staff and management in a clear and accessible manner

Work Experience

Accountant

Legend World Travel & Tourism LLC - Duabi

Present

Manage all accounting transactions

Prepare budget forecasts

Generating financial reports that display the company's profits, equity and cash flow

Handle monthly, quarterly and annual closings

Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable

Examining bank statements and reconciling them with general ledger entries

Manage balance sheets and profit/loss statements

Analysing data collected in order to determine the state of the company's financial health

Report on the company's financial health and liquidity

Audit financial transactions and documents

Reinforce financial data confidentiality and conduct database backups when necessary

Senior Auditor

AFS Auditing - Duabi

October 2016 to April 2018

Plans financial audits by understanding organization objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit programs.

Assesses compliance with financial regulations and controls by executing audit program steps; testing general ledger, account balances, balance sheets, income statements, and

related financial statements; examining and analyzing records, reports, operating practices, and documentation.

Assesses risks and internal controls by identifying areas of non-compliance; evaluating manual and automated financial processes; identifying process weaknesses and inefficiencies and operational issues.

Verifies assets and liabilities by comparing and analyzing items and collateral to documentation.

Completes audit work papers and memorandum by documenting audit tests and findings.

Communicates audit progress and findings by providing information in status meetings; highlighting unresolved issues; reviewing working papers; preparing final audit reports.

Improves protection by recommending changes in management monitoring, assessment, and motivational practices, in the internal control structure, and in operating processes; identifying root causes.

Provides financial control information by collecting, analyzing, and summarizing data

Protects organization's reputation by keeping information confidential.

Contributes to team results by welcoming new and different work requirements;

exploring new opportunities to add value to the organization; helping others accomplish

1. related job results as and where needed.

Accountant

Clairon Filters - India

January 2015 to July 2016

Accounting of Interstate Purchase and Sales, Local Purchase and Sales, Import and export etc..

Accounting of Petty Cash

Complex expense reporting & reconciliation

Accounts payable & Accounts receivable

General ledger Entries & Audits

Data Entry, Receipts & Invoices

Month end reconciliation & Analysis.

Education

order to determine the state

2013

Master's in Chartered Accountant (CA Inter)

Skills

BALANCE SHEETS, ACCOUNTS RECEIVABLE, ACCOUNTING, FINANCIAL STATEMENTS, INTERNAL AUDIT

Additional Information

AREAS OF EXPERTISE Oct 2016- to 2018 April

Statutory Audits Plans financial audits by understanding organization objectives, structure, policies, Tax Audits processes, internal controls, and external regulations; identifying risk areas; preparing Value Added Tax Audit audit scope and objectives; preparing audit programs.

Concurrent Audit Assesses compliance with financial regulations and controls by executing audit program

Preparation/Finalization of financial steps; testing general ledger, account balances, balance sheets, income statements, and

Statements related financial statements; examining and analyzing records, reports, operating

Ms- World, Ms-Excel, Power Point practices, and documentation.

Tally.

Assesses risks and internal controls by identifying areas of non-compliance; evaluating manual and automated financial processes; identifying process weaknesses and inefficiencies and operational issues.

Skills and motivational practices, in the internal control structure, and in operating processes; identifying root causes.

Organizational skills

Provides financial control information by collecting, analyzing, and summarizing data

Ability to work to deadlines, under

pressure Protects organization's reputation by keeping information confidential.

Have strong interpersonal skills. Contributes to team results by welcoming new and different work requirements;

Decision-making ability exploring new opportunities to add value to the organization; helping others accomplish

Leadership related job results as and where needed.

Analytical and critical thinking

Adaptive Team player

Risk management

Time management

Presentation skills.

Articleship

RAMACHANDRAN & ASSOCIATES

Cochin, Kerala, India

17-08-2012 - 16-08-2015

Finalisation of Statutory Audit of Firms and Companies.

Supervision over Internal Audit Function of various organizations

Liasion with Income Tax, Sales Tax & Other Govt. Departments.

Leading the team consisting of Audit Assistants and Article Trainees

Finalisation of Income Tax, TDS/TCS and Service Tax Returns

Registration of Companies, Partnership Concerns, Trust etc

Consultancy to Clients relating to Income Tax, TDS/TCS & Service Tax.

Consultancy regarding Import Export Code.