**Aswathy**

Nationality: Indian (Husband Visa).

[Aswathy.385359@2freemail.com](mailto:Aswathy.385359@2freemail.com)

***PROFESSIONAL SUMMARY***

Exceptionally talented accounting professional with1-yearUAE & 5 -years Indian experience  
in liaising with both individual and corporate clients to provide financial information and  
advice. Highly skilled in maintaining accounting records and preparing accounts and  
management information for assigned areas,currently working in a multinational company  
as finance executive & vat analyst  
Top-performing vataccountant with extensive experience in providing business  
advice, ranging from strategic to operational. Exceptionally well-versed in reviewing and  
certifying corporate and individual clients' books of accounts, balance sheets and other  
statutory returns.  
Highly experienced and studied CA with vast experience in forecasting and investigating  
finance and account issues. Track record of success reviewing the company's systems and  
analyzing risks, along with great insight into maintaining accounting records and  
management information  
Results-oriented post graduate in commerce with CA education, known for meticulousness,  
organization skills and the ability to provide continuous management of financial systems  
and budgets. Proficient in undertaking financial audits and providing correlating financial  
advice to ensure propriety of audited information.  
Competent and resourceful tax consultant with excellent skills in handling financial accounting,  
reporting, taxation, corporate finance, business recovery, auditing and forensic accounting  
activities. Deep insight into playing a strategic role by providing professional advice, aimed  
at maximizing profitability’s

***SKILLS***

Around 6 Years’ experience in financial and UAE experience in a financial & VAT accounting  
accounting environment. environment/role  
Knowledge of accounting principles, standards, Experience and proficiency in the use of PCs,  
procedures and analytical methodologies spreadsheets and other business graphics software  
sufficient to generate financial reports Strong oral and written communication skills   
Knowledge of Income Tax, VAT and other laws Highly skilled in analyzing historical financial  
Strong technical and analytical skills data to estimate future costs and revenues  
Ability to speak and write in English Effectively able to recommend cost saving  
Demonstrated expertise in analyzing business opportunities and effective strategies to improve  
performance through financial data and advising all areas of the budget  
management on methods to adapt to changes and Proven ability to monitor, review and report on  
developments. financial activities, as part of an auditing

***WORK HISTORY***

**VFS GCC LLC**

***Finance Department |Dubai Healthcare City, Dubai |March2018–Current***

* Assist in performing preparation of budgets, reports, analysis of financial statement, undertaking internal audits. Forecast vs budget report on monthly basis to compare actuals with budget.
* Work with senior management on the strategic vision including fostering and cultivating relationship on local and international levels, as well as assisting in the development and negotiation of contracts.
* Participate in developing new business; specifically assist the senior management in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.
* Analyze revenues & expense to ensure they are recorded appropriately monthly, also assist with analyzing financial statement monthly & report on variances. Supervising a team of accounting technician.
* Documentation of financial transaction by entering account information, managing all accounting operations based on accounting principles, verification of monthly staff expense claims.
* Work with senior management to ensure success through cost analysis support, and compliance with all contractual requirements.
* Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
* Oversee all purchasing and payroll activity for the staff and participants.
* Develop and maintain system of internal controls to safeguard assets of the organization.
* Attend board and subcommittee meetings: including being the lead staff on the Audit/Finance Committee
* Monitoring banking activities of the organization, monitor corporate credit cards spend and booking entries.
* Ensure adequate cash flow to meet the organization’s needs& monthly cash flow statement preparation.
* Maintain the existing production of weekly and monthly reports including reconciliations, financial statements and cash flow projections.
* Manage monthly BRS, maintenance of trackers for accruals, provision, prepaid expense, arrange for quantitative reports as required by the concepts.
* Prepares and validates the month-end closing progress including validating accruals, journal entries and all working schedules prepared by the center accountants on A/P, A/R, vendor & customer ledger reconciliation.
* Responsible for reconciling daily, monthly, and other periodic accounting journal entry bookings in an accurate and timely nature, which include correcting entries, allocating expenditure, allowance related entries.
* Regular monitoring of branch petty cash and other expenses. Ensure petty cash payments are properly authorized and approved.
* Supporting preparation of monthly midmonth estimate, MIS reports and work on cost saving projects/ report assignments under the direction of finance manager.

***VAT RESPONSIBILITIES***

* Assisting the vat management in the interpretation of the VAT act, planning and restructuring.
* Working on bespoke vat projects including revenue submission in respect of business income and expenditure, vat rates applying to new services and vat recovery rate methodologies.
* Working with audit and tax colleagues on day today client issues.
* Attending various client development events.
* Assist with preparation and submission of vat returns to Federal Tax Authority on quarterly basis.
* Reconcile and manage vat accounts and assist the operational business units with vat queries.
* Actively working with some practice management issues associated with the vat department, such as work in progress monitoring.

**CLEARTRIP MEA LLC, DUBAI INTERNET CITY**

***Finance Department |Dubai Healthcare City, Dubai |6 Months***

* **Book Keeping & finalization of Accounts:** Maintain books of accounts appropriately to reflect the transactions of the company accurately. Close the books of accounts in a timely and accurate manner
* **Financial Performance Analysis and Reporting:** Prepare monthly management reports of finance controller’s review, finalize these after necessary analysis. Upon review, circulate these reports to the managementin a timely manner.
* **Maintain Fixed Asset Register:** Monitor and update fixed asset register and reconcile monthly depreciation entries and prepare schedule.
* **Payroll & Accounting Management:** Co-ordinate with corporate payroll department and ensue payment of salaries on time and ensure accounting entries are passed in the books.
* **Account Reconciliations:** Prepare GL accounts & bank account reconciliations on monthly basis.
* **Petty Cash Verification:** Ensure the availability of petty cash balances and ensure physical verification of petty cash balances and cash certificate.
* **Audit:** Liaise and coordinatewith internal and external auditors and provide necessary reports, documents, data and schedules to them for effective reviews while addressing all queries raised by them.
* **Budgeting:** Assist finance controller in preparation of annual budget and prepare schedule by comparing the actual with budgeted figures.
* **Responsible for:**
* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice
* Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Maintain and examine the records and contracts of the company
* Keeps track of assigned accounts to identify outstanding debts• Plans course of action to recover outstanding payments
* Monitor & review profit and loss reports and balance sheet every monthend
* Monitor the entries of amortization for the prepaid and provision accounts
* Review fixed asset registry to ensure proper recording of depreciation.
* Conduct internal audits on the company’s processes, by setting up audit plans, coordinating with Branch Managers and Department Heads, attaining copies of the latest processes drawn to ensure the correct carrying out of processes in each department.

***VAT RESPONSIBILITIES***

* Assist with preparation and submission of vat returns to Federal Tax Authority on monthly/ quarterly basis.
* Perform various posting to the general ledger, including vat expense, and reconcile vat accounts.
* Ensure timely and accurate regulatory filing, tax accounting/reconciliation, payment of tax, etc
* Assist with Vat quires from the operational business units.
* Ensure the organization is up to date on amendments in tax legislations.
* Prepare the documentation of vat reporting
* Prepare vat declaration on monthly basis

**CA BIMAL C SEKHAR & CO, CHARTERED ACCOUNTANTS**  
***Senior Accountant & Vat Analyst |Kottayam,Kerala |April 2012 -March 2017***

* Responsible for preparing federal & Income Tax returns, VAT return of the company's as well general trading firm
* Supervising accounting assignments as per IFRS
* Preparing reports, commentaries and financial statements
* Prepares special audit and control reports by collecting, analyzing, and summarizing operational information.
* Plan and conduct financial audit by understanding organization objectives, structure, policies, process, internal controls, and external regulations: identifying risk areas; preparing audit scope and objectives; preparing audit programs for clients.
* Responsible for collecting Vat related information and give advice to the clients on tax impact of various corporate strategies
* Projecting tax liability and calculation of advance tax payable,tax audit for private companies, individuals and firms
* Responsible for yearly GL accounts & BRS report of various companies
* Preparation of TDS compliance and return filing
* Responsible for concurrent and statutory bank audit
* Maintaining books of accounts and ensuring that accounting transactions are recorded in line with International Accounting Standards
* Contributes to team results by welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.
* Responsible for finalization of annual accounts and reporting as per company reporting rules under Kerala General Sales Tax rules.
* Analyzed financial accounts to provide detailed reports of fiscal health of the Group to the Managing Director. Analyzed company’s financial records to forecast future financial position and budget requirements.
* Liaised with the Auditors for the Annual Audits. Prepared monthly/quarterly expense analysis spreadsheets to inform management of opportunities to decrease expenses

***EDUCATION***

***Chartered Accountants***  
***Institute of Chartered Accountants of India***  
Kottayam, KL,India |

***M.com with Finance & Taxation***  
Kuriakose Gregorios College  
Kottayam, KL,India |

***B.Com with Finance & Financial Management services.***  
Bishop Kurialacherry College  
Kottayam, KL,India |

***SalesTax Practitioner***  
 Kerala Commercial Tax Office, Kottayam*|*

***CORE COMPETENCIES***

* Strong analytical and problem solving skills
* Excellent knowledge in handling Accounting system
* Good command in applying fractions, percentages, ratios and proportions
* Strong ability to use an automated accounting system.
* Good communication skills.
* Self-motivated with high level of energy.

***EXTRA CURRICULAR ACTIVITIES***

* Member of the event organizing committee of the college.
* Participated in various games in college and school
* Winner of the Cycle race competition in college.
* Winner of the Intercollege YOGA competition
* Winner of chess super tournaments school and college level