



ASWIN NB

Versatile accounting & finance professional with a proven track record in financial analysis, bookkeeping and tax preparation. Experienced Audit Assistant adept at thoroughly evaluating financial information, organizational structures, and procedural workflows to identify areas for improvement and initiate corrective actions. Skilled in preparing comprehensive financial reports, maintaining accurate ledgers & ensuring compliance with tax regulations. Strong attention to detail combined with excellent problem-solving abilities and a commitment to maintaining the highest standards of accuracy and integrity. Seeking a suitable position where I can leverage my skills in accounting and finance to contribute to a dynamic team and drive financial excellence.

CONTACT

Phone No: +971568301703

Email: aswinnb001@gmail.com

Address: Al Nahda, Dubai

LinkedIn: <https://www.linkedin.com/in/aswin-n-b-886043283>

SKILLS

- Financial Analysis, Bookkeeping
- Tax Preparation, Financial Reporting
- Auditing, Account Reconciliation
- Budgeting and Forecasting
- Financial Statement Preparation
- General Ledger Management
- Cash Flow Management
- Account Payable/Receivable
- Organizational skill, Critical Thinking
- Interpersonal communication

CERTIFICATIONS

- Diploma in computerized Financial Accounting
- Foundation programme in Banking and Financial services
- Internship certificate in financial services from Hedge school of Applied Economics
- Diploma in professional Accounting with SAP

TECHNICAL SKILLS

- SAP, Tally ERP, Tally Prime
- Peachtree QuickBooks
- MS word MS Excel

LANGUAGES KNOWN

English, Malayalam, Hindi, Tamil

PERSONAL INFO

Nationality : Indian
Gender : Male
D O B : 17/12/1999
Passport No : Y8834524
Date of Expiry : 03/09/2033

EDUCATION

Bachelor of Commerce – Finance

Calicut University

Nirmala college of Arts and science Chalakudy, Kerala, India | 2018 – 2021

Higher Secondary Education

Board of Higher Secondary Examination Kerala, India

St Mary's Higher secondary school Irinjalakuda, Kerala, India | 2018

WORK EXPERIENCE

Assistant Accountant | May 2023 – Jun 2024

V U Agencies Thrissur, Kerala, India

- Managed the processing and recording of invoices to ensure timely payments and accurate financial records. Oversaw general ledger management, ensuring all entries were correctly posted and reconciled.
- Provided comprehensive support to the accounting department, including assistance with month-end and year-end closing processes. Recorded financial transactions with precision, maintaining up-to-date and accurate financial data.
- Interacted with customers and suppliers to resolve billing issues and ensure smooth financial operations.
- Assisted in financial audits, preparing necessary documentation and responding to auditor inquiries. Completed purchase orders, ensuring proper authorization and documentation for all transactions.
- Performed journal entries for company transactions, ensuring accuracy and compliance with accounting standards. Maintained the sales ledger and general ledger, ensuring all entries were up-to-date and accurate.
- Managed accounts payable and receivable, ensuring timely payments and collections to maintain healthy cash flow.

Audit Assistant | Jul 2021 – Jun 2022

JPMC Associates, Kochi, Kerala, India

- Worked as an Audit Assistant in City Union Bank under a CA Firm named JPMC Associates, focusing on concurrent audits, loan file scrutiny, pre-disbursement reviews, and loan monitoring.
- Conducted detailed loan file scrutiny to ensure compliance with banking regulations and internal policies. Reviewed and verified pre-disbursement loan documents, ensuring borrower eligibility and adherence to bank policies.
- Monitored loan portfolios to identify and report any discrepancies or irregularities.
- Assisted in the preparation of financial statements for audit engagements, ensuring accuracy and compliance with accounting standards.
- Provided legal advice and support to various SMEs, helping them navigate financial and regulatory requirements. Conducted stock audits for companies, verifying inventory records and preparing detailed audit reports.
- Assisted in statutory auditing at Dhanalakshmi Bank, Ernakulam, ensuring compliance with statutory requirements and regulations.