



ASHA R PILLAI

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CAREER OBJECTIVES

A young, energetic, trustworthy, chartered certified female seeks a challenging position in your established firm, where I can utilize my professional qualifications and experience for the progress of the company and self. I can assure you that I will do the work entrusted to me conscientiously and effectively to give you full satisfaction.

QUALIFICATIONS

- **ACCA Affiliate (2019)**
(Association of Chartered Certified Accountant)
- **Bachelor of Commerce with Computer Application (2010)**
(Mahatma Gandhi University off campus Center, Dubai)
- **Higher Secondary (2007)**
(Gulf Model School- Dubai)
- **SSLC (2005)**

SOFTWARE SKILLS

- **SAPFico, QuickBooks, Tally Prime, GCC VAT**

PERSONAL DETAILS

Father’s Name : Reghunadhan Pillai
Date of Birth : 29/01/1990
Gender : Female
Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi & Malayalam

PASSPORT DETAILS

Passport No. : Y1296068
Place of Issue : Trivandrum

DRIVING LICENSE

- **UAE & INDIA**

ASHA R PILLAI

ACCA | B.COM | 3.7 years of Experience in Finance & Audit

WORK EXPERIENCES

- **Sreevalsam group, Pandalam, Kerala, IN**

(July 2022 to May 2024)

Title: Internal Auditor

Reporting: Head Audit

Responsibilities

- To prepare the individual audit plan based on the check list provided by the Head Audit.
- Prompt reporting of critical issues observed.
- Conduct special Audit (on requirement basis).
- Gathering and analyzing data, checking accuracy of financial reports, auditing efficiency of business process and ensuring the business adheres to policies, procedures, legislation and regulations.
- Reviewing effectiveness of internal controls in place, discussing with Head audit in case of any discrepancies found in the current system, hence suggesting to implement controls to protect against fraud and theft of the organizational assets and money.
- Handling/Assisting in ROC annual compliance and GST compliance.

- **Reignonline Internet Private Ltd, Kochi, Kerala**
(May 2021 to June 2022)

Title: Assistant Manager Finance

Reporting : Finance Head

Responsibilities

- Prepare and analyse financial statements(Income statement,balance sheet, cash flow statement) on a regular basis.

- Ensure compliance with accounting standards and regulations.
- Assist in preparation of financial reports for management.
- Assist in preparation of annual budgets and periodic forecasts.
- Implement and monitor internal controls to safeguard company assets and ensure accuracy of financial records.
- Prepare and file GST Returns.
- Manage cash flow by monitoring cash balances and forecasting cash needs.
- Coordinate with banks and financial institutions for banking transactions, including loans and deposits.
- Assist in coordinating internal and external audits.

recommendations for corrective action/ improvement.

- Ensure assigned work is completed within agreed time frames and carried out per approved methodologies and standards and within agreed budgets.
- Keep the senior and manager updated on any issues arising from the assignment.

DECLARATION

I hereby declare that all the information provided above is factual and correct to the best of my knowledge and belief.

ASHA R PILLAI

➤ **HCS Shah Chartered Accountants, Muscat,**
Sultanate of Oman
 (Dec 2019 to June 2020)

Title: Audit Associate

Reporting: Audit Manager

Responsibilities

- To assist in planning work on assigned segments of the audit.
- To execute detailed audit procedures, including reviewing transactions, documents, records, reports and procedures and conducting audit tests which are sufficient in scope to support professional opinions as to the fair representation of client financial statements.
- Assist in the preparation of financial statements, reports and analytical reviews.
- Prepare work papers which record and summarize audit procedures performed and ensure the working paper are within approved firm guidelines assist in developing