

ASHIK VJ



Contact

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Languages

English, Malayalam, Tamil, Hindi

Qualification

2021- pursuing	MBA – Finance Bharathiar University Kerala
2015 - 2018	BBA - Finance University of Calicut, Kerala

Courses

- MS Office
- Tally

Summary

Proactive, highly skilled in Auditing and General accounting with over 3 years hands-on experience in diverse office environments. Very proficient in using Tally, MS Office-Excel experience. Looking to expand upon the current established knowledge gained thus far and progress that through further experience to better serve the needs of the company as a whole.

Skill Highlights

- Advance Excel
- MS Office
- Tally
- Communication
- Exceptional Customer Service
- VLOOKUP
- HLOOKUP
- PIVOT TABLE
- Multitasking
- Collaboration

Experience

Internal Auditor - Aug 2022 to Jan 2023

CFCICI Ltd, Kerala

- Auditing the efficiency of business processes
- Implement best audit and business practices in line with applicable internal audit statements.
- Manage resources and audit assignments.
- Oversee risk-based audits covering operational and financial processes.
- Analytical thinker with strong conceptual and problem-solving skills

Branch Operations Head – Aug 2020 to May 2022

Valluvanadu Nidhi Ltd, Kerala

- Reporting to the Chief Operating Officer about company processes and procedures.
- Developing company policies and ensuring compliance.
- Improving business functionality to align with core business objectives.
- Planning and managing projects and contributing to product innovation.
- Tracking operational costs toward maintaining profit-margins.
- Promoting efficiency by implementing improved operational procedures.
- Analyzing and maintaining operational data, and monitoring product inventories.

Audit Assistant-Sept 2019 to July 2020

George Cheruvathoor & Company, Kerala

- Communicate with internal and external contacts in order to ensure that all functions of audit go smoothly.
- Proof all claims that are made by verifying totals, calculations and general accounts submitted throughout audit.
- Create and interpret reports detailing the progress and findings of audits in order to share with managerial staff.