

NAINA A P

Chartered Accountant



PERSONAL INFO

Address

Kerala, India

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LinkedIn

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SOFTWARES

[Tally](#)

[MS Office](#)

[Zoho](#)

SKILLS

Critical Thinking

Team Management

Client Relationship Management

Strong Communication

Supervision

CERTIFICATIONS

Advanced Course on Information Technology and Soft skills

ICAI

Management and communication skills course

ICAI

LANGUAGES

English

Malayalam

Hindi

Proactive Chartered Accountant with strong background in financial analysis, budgeting, forecasting, taxation and auditing. Develops and implements financial plans and delivers strategic financial advice.

WORK EXPERIENCE

Finance Manager | Nov 2022 - Present

Eduzell Technologies and Solutions LLP, Ernakulam, Kerala, India

Tasks/responsibilities

Supported operations management, sales and marketing efforts to increase revenue and overall financial health.

Executed vendor setup and payment, administration of bank accounts and account reconciliations.

Created organizational structures to improve accounting and finance functions.

Trained new and existing staff members in various financial procedures to prepare for job requirements.

Developed corporate investment strategies to drive growth and security.

Article Assistant | May 2018 - Oct 2022

JBS & Associates, Kerala, India

Tasks/responsibilities

Audit of financial statements and preparation of audit report in compliance with standards of auditing for entities engaged in trading and service sectors.

Finalization of books of accounts and preparation of financial statements in accordance with accounting standards.

Preparation of MIS reports, serving to the senior level management of clients.

Team member in Statutory bank audit of a Nationalized bank and assisted in audit documentation and preparation of report.

Assist in the audit of Banks, Insurance companies, Public sector companies and other type of companies, firms, Trust and Individuals.

Preparation and filing of VAT and GST returns of individuals and partnership entities.

Identified legal tax savings and tax solutions to complicated tax issues or errors.

Various duties assigned as an article assistant including TDS filing.

EDUCATION

Chartered accountancy | Jun 2016 - May 2023

Institute of Chartered Accountants of India, New Delhi

Bachelor of Commerce | Jan 2020 - Dec 2022

Indira Gandhi National Open university, New Delhi