



NAINA A P

Chartered Accountant

A qualified Chartered Accountant with invaluable experience in handling financial reporting, taxation, corporate finance, auditing, and accounting activities and intends to contribute towards the growth of a professionally managed organization with a clear vision and learning environment, with a proficiency that offers responsibility, challenges, satisfaction and scope for personal development.

Contact

Phone

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Email

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Address

Dubai, UAE (Visa status-Visit)

LinkedIn

www.linkedin.com/in/nainafaris

Education

- **Chartered Accountant Institute of Chartered Accountants of India.**
- **Bachelor of Commerce (Accountancy & Finance) IGNOU**

Expertise

- Financial reporting
- Statutory Audit
- Internal Audit
- VAT
- Corporate Tax
- Microsoft Excel
- Zoho
- Tally Erp.9
- Financial Statements Analysis

Language

- English
- Hindi (Read & Write)
- Arabic (Read & Write)
- Malayalam

Work Experience

Nov 2022-Sep 2023

Eduzell Technologies and Solutions L L P, Kerala, India

Chief Accountant

- Supported operations management, sales and marketing efforts to increase revenue and overall financial health.
- Administration and management of bank accounts and preparation of bank reconciliations.
- Management and recording of all accounting transactions and prepare financial statements on time.
- Producing financial reports related to budgets, incomes, expenses etc.
- Liaising with external auditors and tax authorities.
- Trained new and existing staff members in various financial procedures to prepare for job requirements.
- Created organizational structures to improve accounting and finance functions.

May 2018-Oct 2022

J B S & Associates, Kerala, India

Articled Assistant

- Audited financial statements for a range of companies spanning the service sector, manufacturing industry, and trading businesses.
- Reviewed revenue recognition procedures of various companies in the manufacturing industry and trading concerns.
- Examined business contracts to pinpoint potential problems related to revenue recognition and guarantee accurate revenue handling.
- Evaluated financial statements considering pertinent and substantial risks that were identified.
- Preparation of financial statements of various entities as per the applicable financial reporting frameworks.
- Develop and implement effective strategic business solutions through research and analysis of data and business processes.
- Preparation and filing of VAT and GST returns of individuals and various entities.
- Prepared projected financial statements for various companies.
- Performs mid-level general ledger account reconciliations, verify accuracy of data and report, identify and correct errors made by both internal and external person.
- Part of internal & external audit teams of various reputed Banks, manufacturing companies and retail companies.
- Various duties assigned as an articled assistant including TDS filing.