



Jwala Varivalappil Sivanarayanan

Auditing Assistant

Well-organized Auditing Assistant with expertise in working a fast-paced environment. Adapt at all functions of accounting including prepare financial statement, manage accounts receivables and payables, handling general ledgers and VKYC department. Great ability to prioritize tasks and run an efficient and organized office. Looking forward to offering my skills of effective for business in a new position at a growing organization.

Contact

Phone

+971 567161447

Email

jwalavs.04@gmail.com

Address

Al Qusais 1 Dubai
103 Golden Tower

Education

2021 - 2022

PG Diploma in Corporate Accounts
Veeksha Education

2018 - 2021

Bachelor of Commerce with Finance
University of Calicut

Expertise

- SAP FICO
- Quick Books
- Tally Prime
- MS Office
- Dubai VAT
- Communication Skill

Language

- English
- Hindi
- Malayalam
- Tamil

Experience

○ 2022 - 2023

Sudeep Kulsreshtha & Co. Chartered Accountants, Kerala
Auditing Assistant

- Handled NRI document verification and approvals [MASHREQ & FEDERAL BANK NRI accounts].
- Verified and approved pre-recorded calls for CREDIT CARD, LOAN, SALARY and SB ACCOUNT openings.
- Supervised and developed good working atmosphere to auditors, maintained good relationship between Auditors, Relationship Managers and Head of Department.
- Provide training to newly joined trainees, assist and support them in their works.
- Held monthly report preparation.

○ 2021 - 2022

Orison Corporate Services, Kerala
Junior Accounts Trainee

- Reviewed and monitored invoicing activities to ensure accuracy and timeliness.
- Preparation of monthly reports.
- Reconciled Bank accounts and general ledger accounts on a monthly basis.
- Assisted in preparing financial statements.
- Developed and maintained internal controls to ensure the accuracy and reliability of financial data.
- Performed multiple tasks and deal with different expectations and undertaken simultaneously.
- Managed full cycle accounting processes for a portfolio of clients, including ensuring accuracy and timelines of financial reporting.

Reference

Jency Jose V

Senior Manager, Federal Bank

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CA Roopesh Rajagopal

Partner, Sudeep Kulsreshtha & Co, Chartered Accountants

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Declaration

I hereby declare that the information stated above is true and correct to the best of my knowledge and belief.

Jwala Varivalappil Sivanarayanan