



ASWIN TAZ P

ACCOUNTANT AND
ADMINISTRATION



0508718424



aswintaz85@gmail.com



Dubai, Al-Karama

EDUCATION

Bachelor of Commerce
Mahatma Gandhi University

Diploma in Heavy Hydraulics
Equipment Mechanism

EXPERTISE

BookKeeping
Tax Filing
Data Entry
Data Analysis
Cost Reduction Management
Public Accounting
Administrative Management
Budgeting and forecasting
IT proficiency
GCC VAT using Tally
Ms Office
Customer Service

LANGUAGE

English
Malayalam
Hindi

Experience

○ January 2020 to 2023

Professional Experience :

IRMCS CONSULTANCY SERVICES -

Accountant Assistant and Administration

Conducted financial data analysis

Generated reports based on the analyzed information

Monitored financial performance

○ ABOUT ME:

As an Accountant with three years of professional experience, my expertise lies in ledger management, reconciliation, and report optimization. My responsibilities encompass the collection, monitoring, and correction of financial data to facilitate essential financial decision-making for businesses. Furthermore, I oversee financial audits, scrutinize bank statements, and uphold the continual precision of financial documentation.

○ Reference :

IRMCS CONSULTANCY:

Managing Director

Phone : +91 81118 58713

E-mail : irmesconsultants@gmailil.com