

NASREEN V.M
(CA FINAL, BCOM)



Phone Number: 0508943129
LinkedIn Id: nasreen-vm

E-Mail:	nasreenali39@gmail.com
Address:	Dubai, UAE
Visa Status	Spouse Visa

CAREER SYNOPSIS ▼

- ❖ Seeking challenging position with a growth orientated organization to meet my competencies, capabilities, skills and education where extensive experience will be further developed and utilized.
- ❖ An ambitious, optimistic performance-driven individual who enjoys challenges and thrives on responsibility. Excellent communication & interpersonal skills: easily develop positive rapport.
- ❖ CA Finalist from Institute of Chartered Accountants of India.

CORE COMPETENCIES ▼

✚ Audit Assistant (April 2020 to March 2022)

Worked as an Audit Assistant with M/s Kannan V B & Associates and has gained experience in the field of Accounts, Audit & Taxation.

- Execute audit assistant functions to check the accuracy of accounting systems and procedures.
- Statutory audit of companies, partnership firms, proprietorship concerns, trust, government and nationalized banks.
- Ensuring the given assignment is complied with International Standards on Audit and International Financial Reporting Standards
- Consolidation, preparation and quality review of financial statements
- Performing analytical review of financial statements and evaluating internal control systems.
- Preparation of Cash Flow Statements and Fund Flow Statements.
- Review, assess and recommend changes in accounting systems and controls of a business unit.
- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- Check, inspect and reconcile bank deposits and payments.
- Check all accounting and clients' databases are updated and functioning properly.
- Study, inspect and assess, budgets, balance sheets and other related financial statements and records.
- Review and recommend changes in internal audit controls.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Ensure compliance of regulatory guidelines and generally accepted auditing standards

✚ Articleship & Accountant (June 2014 to June 2017)

Worked as an article assistant with Hary & Associates, Chartered Accountants. It is one of the leading audit firms in Thrissur, Kerala.

AUDITING & ASSURANCE

- Statutory audit of companies, partnership firms, proprietorship concerns, trust, government and nationalized banks.
- Performing analytical review of financial statements and evaluating internal control systems.
- Consolidation, preparation and quality review of financial statements.

- Ensuring the given assignment is complied with International Standards on Audit and International Financial Reporting Standards.
- Preparing Audit Reports and making recommendations in order to ensure that accounts are prepared and maintained in accordance with statutory obligations.
- Advising clients on various issues arising out of application of Accounting Standards, GAAP, Insurance Laws, Banking Laws and other specific Law and regulations

TAXATION

- Preparation and filling (including e-filing) required forms and returns with respective authorities.
- Leading Tax Audits under income Tax and Sales Tax Act.
- Handling TDS work, Income Tax work, Service Tax jobs and VAT Assignments.

OTHER AREAS

- Preparation of client assistance schedules and budgets.
- Preparation of project reports and financial feasibility analysis which includes reflecting expenditure, marketability, recovery, profitability and operational cycle.
- Consolidation of day-to-day accounts and finalization of books of account of various Individuals, HUF's and Firms.
- Preparation of Cash Flow Statements and Fund Flow Statements.

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

	Examination	Year	Institution/Board	Performance
Professional Qualifications	CA CPT	2012	Institute of Chartered Accountants of India	66%
	CA IPCC	2014	Institute of Chartered Accountants of India	52%
	BCOM	2017	Indira Gandhi National Open University	Second Division
	CA FINAL (GROUP – 11)	2022	Institute of Chartered Accountants of India	51%

Academic Qualifications	H.S. E	2012	BETHANY ST JOHN'S EHSS	94%
	S.S.L.C	2010	ICA EHSS, Kerala.	90%

COMPUTER PROFICIENCY

Computer Knowledge	<ul style="list-style-type: none"> • Completed 100 hours Computer Training from Institute of Chartered Accountants of India • Hands on experience with Tally • Working Knowledge in MS Office (MS Excel, MS Word, MS PowerPoint) • Completed Advanced Integrated Course on Information Technology and Soft Skills.
--------------------	--

SEMINARS/PROGRAMMES ▾

- Certificate in General Management and Communication Skills Course conducted by Institute of Chartered Accountants of India
- Certificate in Advanced Integrated Course on Information Technology and soft Skills
- Participated in two-day seminar Bodhi – conducted by Institute of Chartered Accountants of India

- Attended various one day seminars conducted by Institute of Chartered Accountants of India at Thrissur on Tax audits and bank audits
- Attended various other Academic Development program conducted at school and college level

EXTRA CURRICULAR ACTIVITIES ▼

- Actively involved with the Debating Society at School level.
- Captain of the co-curricular activities board and lead the house team to victory.
- Involved in outdoor sports and competitions
- Participated in various programmes conducted by Students Association of Institute of Chartered Accountants of India.
- Winner of several Cultural programmes and creative writing contests.

PERSONAL STRENGTHS ▼

- Positive attitude combined with creativity, willingness to learn and grasp at the earliest.
- Self-Motivated and determined.
- Proficient in excel spreadsheets and popular accounting software.
- Team oriented with high attention to detail.
- Ability to deal effectively with month end closing deadlines.
- Detail oriented, Exceptional organizations skills.

PERSONAL DETAILS ▼

Nationality	Indian
DOB	27.06.1994
Gender	Female
Religion:	Islam
Hobbies	Travelling, Reading, Sports
Passport Number	U6402237

LANGUAGE PROFICIENCY ▼

	SPEAK	READ	WRITE
English	Yes	Yes	Yes
Malayalam	Yes	Yes	Yes
Arabic	No	Yes	Yes

DECLARATION

I consider myself familiar with the above information. I hereby declare that the above furnished information is true to the best of my knowledge.

References are available upon request.

PLACE:

DATE:

NASREEN VM