



NAVAS SHAREEF PUTHAN VEEDAN

Accountant, Audit Assistant, Bachelor of Commerce

6 Years of professional experience

Address : Dubai, UAE
Phone : +971 564324552
WhatsApp : +91 7293304115

Email:
navasshareefpv@gmail.com

Passport No. : R6088314
Visa : Visiting visa

Training and Certifications

GST Accounts Executive Certificate (National Skill Development Corporation (NSDC) of India)

Accounting Practice certificate (University of Calicut, Kerala)

Freelance Tax work

- Indian Indirect Tax (GST) Registration, Return filing
- GST Refund applications LUT applications
- **So far, about 50,00,000 of Indian rupees have been refunded in export of goods and services without payment of tax under GST.**
- Accounts finalization.

Educational Qualification

Bachelor of Commerce (2015-2018)
University of Calicut
Kerala, India

Work Experience

Accountant

12/2022 to 03/2024

YILDIZ REMEDIES, Indiranagar, Bangalore, India

- *Yildiz Remedies is a Pharmaceutical company.*
- *Handling and maintaining Accounts up to finalization.*
- *Payroll processing and tax compliance.*
- *Managing and reconciling accounts payable, accounts receivable, and general ledger accounts.*
- *Suggested budgetary changes to increase company profit.*
- *Accounting software implementation and management (Tax soft ERP).*
- *Assisted in audits and provided documentation to auditors.*
- *Tracking and recording stocks, expenses and assets.*
- *Reconciling bank statements to ensure accuracy.*

Audit Assistant

07/2022 to 11/2022

NAKHILA AL BARARI TRADING COMPANY, Al Zahra Riyadh 12812 - KSA

- *Collected details like Payroll, Bank accounts, Legal documents, Confirmations, Schedules and etc.*
- *Analysis of ledger transactions to identification of misstatement.*
- *Prepared audit files in computer and paper form.*
- *Retrieve information for auditors and assistants to facilitate timely completion of projects.*
- *Collected supporting documentation for audit analysis activities.*
- *Presenting bank statements and loan documents*
- *Assisting to external auditor in audit work*
- *Provided independent and objective assurance to the company's management on the effectiveness of internal control, risk management and compliance with filing requirements.*

Audit Assistant

08/2018 to 07/2022

LSR ASSOCIATES, Edavanna, Kerala, India

- *Collaborated with team in performance of statutory audit under companies act, audit of partnership firms and proprietary entities.*
- *Assisted clients in tax efficient strategies to minimize their tax liabilities and guided to comply with tax regulations and filing requirements.*
- *Reviewed documents to identify discrepancies.*
- *Provided advices on bookkeeping practices and assisted in preparation of actual financial statements.*
- *GST Registration, Return filing, Registration amendment applications, GST Refund application, LUT application*