

# JANWIN ABRAHAM



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Manchester. M14 4BT

## Skills

Financial Analysis  
Financial Reporting  
Budgeting and Forecasting  
Tax Compliance  
Accounts Payable and Receivable  
Bank Reconciliation  
Data Analysis  
Microsoft Office Suite (Word, Excel, PowerPoint)  
Communication Skills  
Problem-solving Abilities  
Attention to Detail

## Hobbies

Traveling, Doodling,  
Reading Skateboarding.



## Career Objective

An ACCA part qualified with Bachelors and Masters in accounting with 2 years of experience in public accounting and tax preparation. Proficient in financial statement analysis, budget forecasting, and risk management. Seeking a position as an Accountant to leverage my expertise in financial reporting and analysis to help clients achieve their business objectives.



## Experience

Expo Lounge, Manchester | Chef March 2023 to May 2023

Croeso Lounge, Swansea | Part-time Chef April 2022 to Jan 2023

CPA Jewellery | Assistant Accountant Sep 2019 to Mar 2021

Bookkeeping: Maintain accurate financial records by recording daily transactions, including accounts payable, accounts receivable, and general ledger entries.

Accounts Payable (AP) and Accounts Receivable (AR): Process vendor invoices, verify their accuracy, and ensure timely payments. Generate customer invoices and follow up on outstanding payments.

Bank Reconciliation: Regularly reconcile bank statements with the company's financial records to ensure accuracy and identify any discrepancies.

Expense Management: Review and process employee expense reports, ensuring compliance with company policies and relevant tax regulations.

Financial Reporting: Assist in the preparation of financial statements, management reports, and other financial analyses on a regular basis.

Journal Entries: Prepare and post journal entries, such as accruals, prepayments, depreciation, and other adjustments, to ensure accurate financial reporting.

Assisting in Audits: Collaborate with auditors during internal and external audits, providing necessary documentation and information as requested.

VAT and Tax Compliance: Assist in calculating and preparing VAT returns and other tax-related filings, ensuring compliance with relevant tax regulations.

Payroll Processing: Support payroll activities by providing relevant financial information and assisting in payroll reconciliations.

Budgeting and Forecasting: Participate in the budgeting and forecasting process, providing financial data and analysis to support decision-making.

Data Analysis: Analyze financial data, identify trends, and present findings to senior accountants or finance managers for further action.

Documentation and Filing: Maintain organized and up-to-date financial records and documents for easy retrieval and reference.

Software and Systems: Utilize accounting software and systems to perform daily tasks efficiently and accurately.

Financial Compliance: Ensure adherence to accounting principles, company policies, and relevant regulatory requirements.

Supporting Finance Team: Assist the finance team in various ad hoc tasks and special projects as needed



## Education

Association Of Chartered Certified Accountants (ACCA) Finalist

Master of Science in International Business | Swansea University | 2022-2023  
(Awaiting results)

Bachelor of Arts in International Business and Finance with Honors | University of the West of Scotland (UWS) | 2016-2018

Bachelor of Commerce | Alagappa University | 2017

St. Paul's International School, Kalamassery | Central Board of Secondary Education, Delhi | 2013 | A-levelsCertifications

Advanced Diploma in Accounting and Business 2017



## Declaration

I do hereby declare that all the information provided is true to the best of my knowledge and belief.