

Aswathy

**ADDRESS :**

Manakkalath, Sastha Nagar
SRA -143, Pangodu
Thirumala P.O Trivandrum
Kerala | India

MOB :

+91 9539039466

EMAIL :

aswathyap26@gmail.com

DATE OF BIRTH :

26.11.1994

NATIONALITY:

Indian

Short Profile

M.Com with 4+ years of experience as Accountant who adapts seamlessly to constantly evolving accounting processes and technology. Specialise in financial planning, Tax planning, reporting and analysis in both private and public sectors. Independent, Creative and Critical thinker with sound judgement and strategic decision making competencies as well as ability to prioritise and manage time effectively.

Highlights

Adaptability

Accuracy

Knowledge in Tally ERP

Attention to detail

Time Management

Highly Organised

English Communication

Professional Experience

Accountant at Biotech India	06/2019 – Today Kerala, India
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- Processed accounts payable transaction and ensured that all vendors bills were paid accurately and in accordance with policies and procedures.
- Preparation of daily reports and drafting reply E-mails to work related queries.
- Recommends financial action by analysing accounting options
- Maintains and prepares accounting data for auditing.
- Attending of work related classes for enhancing technical knowledge
- Process Journal entries and perform accounting corrections to ensure accurate records
- Providing financial information to management by researching and analysing data.

01/2017 – 05/2019

Kerala | India

Accountant at Light & Shadow Projects

- Maintained and updated cash flow for all bank accounts including main operating account
- Maintained strict client confidentiality as required
- Preparation of rate comparison and suggesting of the suitable seller
- Project wise accounts keeping which include materials and suppliers details
- Submission of e-tenders
- Preparation of daily accounts and book keeping
- Worked closely with Project Managers to ensure correct monthly billing

Education

2017 - 2019

M.Com (Master of Commerce) | Finance

Kerala University

2014 - 2016

B.Com (Bachelor of Commerce) | Taxation

Kerala University

Certifications & Achievements

Enrolment Certificate for Goods and Service Tax Practitioner (Govt of India)

Employee of the Month | Biotech India Pvt Ltd

Strength & Assets

- Strong organisational and good listening skills
- Willingness to work well ceaselessly for achieving the Mission
- Building win-win relations with official stake holders
- Good Team Player with great zest of Motivation
- Adaptive to changing works schedules based on the work
- Energetic work attitude and fast learner

Technical Skills

Good Knowledge in MS Word, MS Excel, Google sheets and MS Powerpoint

Language

English

Malayalam

Hindi

Tamil

Declaration

I solemnly declare that the information furnished above is true to best of my knowledge.

ASWATHY A.P