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## **SWATHI.V.R**

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### **Objective**

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging environment towards achieving both organizational and personal goals.

### **Educational Summary**

- ◆ Passed B.COM (Finance) from All Saints' College (Kerala University), Trivandrum during the year 2015 with an aggregate of 91%.
- ◆ Passed CA (IPCC) from ICAI in November 2016.
- ◆ Passed CA (CPT) from ICAI in January 2013.
- ◆ 12th from St.Mary's Higher Secondary School, Trivandrum, Kerala during the year 2010 - 12 with an aggregate of 93%.
- ◆ 10th from Holy Angels Convent Higher Secondary School, Trivandrum, Kerala during the year 2010 with an aggregate of 89%.

### **Professional Experience**

Worked as an articled trainee with CA A.Jayakumar Chartered Accountants, Near Sastha Temple, Thycaud Trivandrum for 2.3 years and as an Industrial Trainee under CA Soya.K in Kerala Financial Corporation, Vellayambalam, Trivandrum for 1 year. Worked in RM Education and Solutions Pvt Ltd as Finance consultant for 3 months and presently working at Girish Narayan & Co, Chartered Accountants, Trivandrum as Audit Assistant.

And have the experience in the field of accounting, auditing and taxation. Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.

Experience in Bank Concurrent Audit, Credit Audit, Transaction Audit and Internal Audit of different Banks such as Canara Bank, Dhanalaxmi Bank, Punjab National Bank, HDFC etc. Also have experience in internal GST and Statutory audit of Government Organizations like Grant Kerala Shopping Festival. National Rural Health Mission, Tribal Resettlement Development Mission, MILMA Development Corporation, KSFE etc. Assisted in Accounts Finalization works in KFC, Taxation and BSE Compliances.

### **Technical Skills**

- ◆ Expert in preparing individual and business tax returns, compilations and performs complete and efficient reviews
- ◆ Well versed with use of computer accounting and tax software programs

Operating Systems	Windows 2007, 2010
Software Packages	MS-Office, Tally 9.0, Passed ITT & Orientation Certification Course approved by ICAI, CFS&IAS (Internal Software), and GST Training Programme

## Soft Skills

- ◆ Got Excellence Award in Holy Angels Higher Secondary School.
- ◆ Excellent verbal and written communication skills
- ◆ Proven ability to learn new concepts quickly
- ◆ Effectively motivates and guides co-workers
- ◆ Ability to work own initiative
- ◆ Excellent organizing and prioritizing skills
- ◆ Ability to work under pressure

## Extra-Curricular Activities

- ◆ Served as a Head Captain in Holy Angels Convent School.
- ◆ Participated in inter school competitions.
- ◆ Participated as a coordinator in college cultural programmes
- ◆ Participated in Various beauty competitions.

## Personal Profile

Name	: Swathi V.R
Father's Name	: (Late) V.N.Ramachandran
Mother's Name	: Sarojam. S
Sibling	: CA Swetha V.R
Date of Birth	: 01-05-1995
Sex	: Female
Marital Status	: Single
Nationality	: Indian
Languages Known	: English, Hindi, Malayalam, Tamil ,& Tulu
Address	: Swetha Nilayam TC.37/548, West Street, Fort PO, Trivandrum - 695023 Kerala, India

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