

ASWATHY GOPI

Trivandrum

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Objective: To work for an organization where I can use my skills and abilities consistently to become and accomplish professionals, a place where I can grow with the organization and learn to do my job in the most effective way.

PROFESSIONAL QUALITIES

- Completed 2 years of CA articleship training with reputed auditing firm.
- Efficient organizational and time- management skills, can work independently on own initiative as well as a good team-worker.
- Ability to work in a multicultural environment with keen inclination in learning new things.
- Hard worker & Quick learner.
- Effective communicator with excellent relationship building and interpersonal skills.

Main job responsibilities: Accounts
Auditing
Taxation

Accounts/Finance

- Managing overall accounting activities including preparation of cash books/bank books, general ledger and finalizing all books of accounts.
- Generating P&L accounts and reports and responsible for finalization and reconciliation.
- Handling the preparation of cash flow statements, A/C Receivable & Payable.
- Establish, maintain and coordinate the implementation of accounting and accounting control procedures.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks.

WORK EXPERIENCE

December 2019 – June 2020	Accounts Executive at Kinfra International Apparel Park, Kazhakuttam.
December 2018 – November 2019	CA Article Clerk in Issac And Sudhakar, Chartered Accountant firm, Trivandrum.
November 2017 – November 2018	CA Article Clerk in M Mohan Associates, Chartered Accountant firm, Trivandrum.

ACADEMIC CREDENTIALS

- Pursuing PG Diploma in GST
- Pursuing M.Com from Kerala University
- B.Com from Kerala University
- Class 12th from HSE with 91%
- SSLC with 83%

COMPUTER PROFICIENCY

- Platform : Windows
- Packages : MS- Office (Word, Excel, Power Point, Outlook)
- Accounting packages: Tally (ERP 9) and client developed accounting packages.
- Tax Software : Winman
- Basic knowledge: Internet , Email

PERSONAL DATA

Date of birth : 29th November, 1996
Sex : Female
Marital Status : Single
Nationality : India
Lingual Abilities: English, Malayalam & Hindi
Personal Interests: Writing, Reading, Travelling & Photography.

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

Place : Trivandrum

Date :

Aswathy Gopi