

# Resume

ASWANY N S

**Address for correspondence:**

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**Personal Profile:**

**Date of Birth:**  
17-02-1989

**Gender:** Female

**Nationality:** Indian

**Marital Status:** Single

**CAREER OBJECTIVE**

Ambitious and self-motivated individual with 5 years of professional experience, excellent knowledge of financial accounting, and working knowledge of Quick Books, Zoho Books and Gofrugal seek a position of Finance and Accounts. Hold an MBA in Finance from University of Kerala.

**WORK EXPERIENCE**

**Al Zubair Group - May 2019**

Company Profile: Telecommunications Equipment Supplier

Designation: Accounts Manager

Job Profile and Duties:

- Day to day financial activities management
- Recording all financial activities
- Keep track on inventories
- Invoice creation
- Account receivables
- Weekly sales update to sales team
- Generate timely Financial Reports
- Reconcile Bank and Debtor accounts regularly
- MIS Reports
- Budget preparation
- Cash Flow Statement

**Buildnext Construction Solutions Private Ltd- November 2016 to June 2017**

Company Profile : E-Commerce company

Designation : Finance Executive

Job Profile and Duties :

- Payroll
- Employee Taxation
- Processing of Seller payments
- Petty cash management
- Preparation of monthly Budget report
- Preparations of Weekly sales report

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**Strengths:**

- ✓ The burning desire for Self Improvement.
- ✓ A good team player and positive attitude
- ✓ Evergreen quest for knowledge.
- ✓ Ability to strike a friendly chord with any kind of personality and versatility.

- TDS return filing
- Receivables and Payables
- Bank reconciliation

**Neologix Software Solutions India Private Limited - January 2015 to November 2016**

Company Profile : IT & Software Development

Designation : Accounts Executive

**Job Profile and Duties :**

- Invoice preparation
- Preparation of weekly and monthly cash flow statement
- Maintaining revenue records and work orders
- Creating Purchase orders and bills
- Processing of monthly expenses and payments
- Bank reconciliation
- Preparation of monthly expenses report
- Preparations of projected expenses for a month
- Handling accounting softwares- Zoho Books and Quick Books
- Account Receivables
- Generating sales reports

**Muthoot Fincorp Limited- October 2012 to June 2014**

Company profile: Non-Banking Financial Company

Designation: Junior Executive Accounts and Finance

**Job Profile and Duties:**

- Bank Reconciliation Statement
  - Travel Advance and claim settlement
  - Interoffice reconciliation
  - Verification of branch accounts
  - Year ending documents collection
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## **ACADEMIC RECORD**

### **POST GRADUATION- Master of Business Administration ( MBA)**

#### **Areas of specialization - Finance and Human Resource Mangement**

- Master of Business Administration ( MBA)
- University: Kerala
- College : Kerala Institute Of Co-Operative Management (KICMA)
- Year of passing : 2010-12

### **BACHELORS DEGREE**

- Bachelor of Commerce (BCom)
- University : Kerala
- Specialisation : Taxation & Practice
- Year of Passing : 2006-2009

### **HIGHER SECONDARY EXAMINATION (12<sup>th</sup>)**

- Board of Higher Secondary Examination, Govt of Kerala
- Majors: Commerce, Maths
- School: ST.Mary's Higher Secondary School, Trivandrum, Kerala
- Year of Passing :2006

### **SECONDARY SCHOOL LEAVING CERTIFICATE (10<sup>th</sup> )**

- Board of Public Examination , Kerala
- School: ST.Mary's Higher Secondary School, Trivandrum, Kerala
- Year of Passing: 2004

### **ADDITIONAL QUALIFICATIONS**

- Passed CA Foundation (CPT) in the year 2009 under Institute Of Chartered Accountants Of India.
- Completed information technology training course in the year 2009 at Trivandrum Branch of ICAI.
- MS office
- Completed Tally with GST course in the year 2019 from Tandem Institute of Networking Technology, Trivandrum.

**Linguistic Abilities:**

*English*

- ☒ Speaking
- ☒ Writing
- ☒ Reading

*Hindi*

- ☒ Writing
- ☒ Reading

*Tamil*

- ☒ Speaking
- ☒ Reading

*Malayalam*

- ☒ Speaking
- ☒ Reading
- ☒ Writing

**Hobbies**

Listening to Music  
Reading  
Cooking

**WORKSHOPS ATTENDED**

Attended 5 days Orientation Programme conducted by ICAI.

**SUMMER PROJECT**

- MBA Project titled “a study on trend analysis and its financial impact on KTDC Hotels and Resorts Ltd”
- Duration : 45 days
- Project Specification : Project aims to know the progress of the firm its performance and for understanding the factors affecting the slowdown of the turnover. It also evaluates how these trends results in the firm.

**KEY SKILLS**

Good communicator, motivator, leadership qualities, creative, optimist, confident and courageous.

**Declaration**

I do here by declare that all the above furnished information is true to the best of my knowledge.

Place: Thiruvananthapuram

Aswany N.S