**Ayswarya.R.Nair **

**+91 9497165345** ayswaryarnair@gmail.com

***Having 12 years of experience in Finance, Accounts and Administration domain***

***Presently working as Finance cum Administrative Officer in Dr.Yogiraj Center for Dermatology & Cosmetology,Pattom,Tvm with effect from 8th Feb 2016 to till date.***

* Worked as **Chief Accounts Officer** at Greenthoughts Designs & Structures,Trivandrum with effect from 21st Jan 2015 to 06th Jan.2016.
* Worked as **Junior Officer (Finance & Accounts)** with International Business Division of M/s.HLL Lifecare Limited (Formerly Hindustan Latex Ltd),Kakkanad, Cochin from 2nd May 2013 to 17th Jan 2015
* Worked as **Accounts Trainee** in Infrastructure Development Division of M/S HLL Lifecare Limited (Formerly Hindustan Latex Ltd) Trivandrum from 07-05-2007 to 30-04-2013

**OBJECTIVE**

I am a professional seeking a challenging position in the Finance domain that will utilize my skills, knowledge and expertise while offering the chance for advancement of the organization & self.

**ORGANIZATIONAL EXPERIENCE**

**Dr.Yogiraj Centre For Dermatology & Cosmetology**

Administrative Officer Feb ’16 – till date

**Green thoughts Designs & Structures**

Chief Accounts Officer Jan ’15 - Jan ‘16

**HLL Lifecare Limited :-**

Junior Officer (Finance & Accounts) May`13 – Jan’ 15

Accounts Trainee May`07 – Apr`13

**Accountabilities as Finance cum Administrative Officer (Reported directly to Managing Director)**

To provide overall administrative management and coordination of administrative functions including **finance, budget, human resources**, etc in the Hospital.

**Accountabilities as Chief Accounts Officer(Reported directly to Managing Director)**

* Manage and oversee the daily operations of the accounting department.
* Process month end process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, cash forecasting, etc
* Monitor and analyse accounting data and produce financial reports or statements.
* Establish and enforce proper accounting methods, policies and principles
* Coordinate and complete annual audits
* Provide recommendations
* Improve systems and procedures and initiate corrective actions
* Assign projects and direct staff to ensure compliance and accuracy
* Meet financial accounting objectives.
* Maintains financial security by establishing internal controls.

**Accountabilities as Junior Officer (Finance & Accounts) (Reported directly to Manager (F&A))**

* Accounting of all entries in to the books of accounts and preparation of Trial Balance, Profit& Loss a/c and Balance sheet of the company on the Monthly basis in an ERP/SAP environment.
* Preparation of daily various report and forwarded the same to the corporate Office..
* Co ordination with Corporate Office on various issues to be sorted out related to Corporate finance and HR
* Scrutiny of L.C documents prepared by commercial team
* Authorising Purchase Orders and Service Entries of claims of Clearing agents, Foreign transactions and payment release.
* Monthly expense allocation for the division for various profit centres
* Profitability and Fund flow management.
* Reconciliation of the balance sheet accounts on a monthly basis.
* Analyze and prepare of monthly profitability.
* Training staff on above matters as and when required.
* Assisting Internal & statutory auditors.

**Accountabilities as Accounts Trainee(Reported directly to Dy.Manager (F&A))**

* Preparing Ledger Accounts, Tax related matters, Bank Reconciling, Finalisation
* E – Filing of documents/Forms under Income Tax Act.
* Verification of Measurement books for all construction Job relating to Super Specialty Hospital being constructed at Puducherry, Salem, Bangalore, Trivandrum and other Hospital at various sites in Kerala. .
* Preparation of vouchers for payments to contractors and remittance of statutory recoveries to the appropriate authorities.
* Maintains & Controlling of records relating to term deposit of approximate One Twenty Crore Rupees, appropriation, redeposit and placement of this term deposit scientifically and getting them short closed or renewed as per require of the fund for releasing the timely payment to the contractor.
* Verification, Scrutinizing & passing of various claims relating to tour, travel of all employees of the division having more than 50 site Officers.

**EDUCATIONOVERVIEW**

2012 Masters in Commerce from Kerala University

2006 Bachelor in Commerce from Kerala University

**COMPUTER SKILLS**

* Awareness of SAP (7 years exp)
* Tally ERP 9 (8 years exp)
* M.S Office
* Office Automation
* Programming Technique, RDBMS Concepts & ERP Packages

**CERTIFICATIONS**

* DCA
* Tally

**PERSONAL PROFILE**

Husband’s Name Anish S

Date of birth: 30thMay, 1986

Gender: Female

Address: Sreesylam,TC 50/1105-1,

Thaliyal,Karamana.PO,

Tvm-695002

**REFERENCE**

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| *Details will be provided as and when required* |  |