ASWINI FRANCIS

Strong in Tally Accounting with three years of experience.

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**Objective**

Looking for a post where I can utilize my knowledge and gain new levels of experience in connection with an expert team and to know about various new levels of technology.

**Experience**

1. Organization: CA Sivarajan & Co Chartered Accountants

Period : 1st September 2015 to 9th July 2016

Location : Trivandrum, Kerala

Designation: Trainee

1. Organization: Indian Institute Of Space Science And Technology (IIST)

Period : 11th July 2016 to 29th December 2017

Location : Trivandrum, Kerala

Designation: Accountant

1. Organization: Housing And Urban Development Corporation (HUDCO)

Period : 18th December 2018 to 28th February 2020

Location : Trivandrum, Kerala

Designation: Finance Trainee

Role : (1) Computation of various taxes and preparation of various statements

including Bank Reconciliation Statements.

(2) Preparation of complete Books of Accounts using Tally for various companies and

preparation of financial statements.

(3) Recording transactions, keeping Books of Accounts such as cash book,

ledgers, various registers and preparation of periodic financial statements.

**Job Responsibilities**

* Statutory remittance of GST, Service Tax and filing of returns to the Government
* Responsible to the top management for all the functions associated with finalization of Annual Accounts, Tax Audit etc.
* Bank Reconciliation Statements
* Preparation of Cash Book
* Verification of Advance Settlement
* Preparation of various Reports
* Entries of Sales Invoice
* Generation of Delivery notes from KVAT

**Professional Skills Set**

* Software Packages: Tally.ERP9, HOLFIN and HORSYS

**Strength**

1. Self-belief, self-confidence and ability to grasp new things quickly.
2. Consistent in producing results.
3. Urge to constantly upgrade in areas related to my specialization.
4. Experience in accounting with a CA firm.

**Educational qualification**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Board/University** | **Institution** | **Year** | **Main Subject** | **Maximum Marks** | **Marks Obtained** | **Percentage** |
| M.COM | ANNAMALAI UNIVERSITY | DISTANCE EDUCATION | 2016 |  | 1000 | 612 | 61.2% |
| CMA- INTER | ICAI | ICAI, VELLAYAMBALAM | 2015 |  | 800 | 424 | 53% |
| B.COM | KERALA UNIVERSITY | PRIVATE | 2013 | ACCOUNTING & TAXATION | 1500 | 1125 | 75% |
| 12th | ISC | HOLY ANGELS’ ISC SCHOOL | 2010 | COMMERCE | 400 | 300 | 75% |
| 10th | ICSE | HOLY ANGELS’ ISC SCHOOL | 2008 | GENERAL | 700 | 518 | 74% |

**Personal Details**

Date of birth : 28/01/1992

Gender : Female

Name of Father : Francis Mendez

Address for communication : TC 13/1497(1)

Burma Road

Kumarapuram

Medical College P.O

Trivandrum 695011

Permanent Address : Same as above

Religion & Caste : Christian, Latin Catholic

Marital Status : Single

Nationality & Citizen : Indian

**Languages Known**

Speak, Read & Write : Malayalam, Hindi, English

**Declaration**

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

Place: Trivandrum

Date: