



AYANA KRISHNAN

CONTACT



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Al Quoz 2 , Dubai

EDUCATION

PDCFA-Professional Diploma in Certified Financial Accounting

Kerala State
Government RUTRONIX

Tally

Logic Software Solutions
Bachelor Of Commerce

Mahatma Gandhi University
2016-2019

SKILLS

Software Tools:

- QuickBooks
- Tally
- MS Word
- MS Excel
- Powerpoint
- Data Entry

Soft Skills:

- Quick learner
- Smart Work
- Team Player
- Reliability

ABOUT ME

Dedicated and detail-oriented B.Com graduate with experience in administrative and document management roles. Proficient in maintaining organized records, ensuring compliance with policies, and supporting operational efficiency. Adept in using MS Office, data entry, and filing systems. Seeking a job role to leverage organizational skills and contribute to a dynamic organization.

EXPERIENCE

Alphalogic Performance , Al Quoz

Nov 2024- Ongoing

Admin cum Accounts Assistant

- Organized and maintained records, invoices.
- Performing basic bookkeeping and petty cash handling.
- Handled document filing.
- Handled data entry tasks efficiently.
- Supported banking transactions and reconciliations.
- Attending calls
- Assisted in day-to-day administrative operations

Joseph Mathew & Co-Chartered Accountants

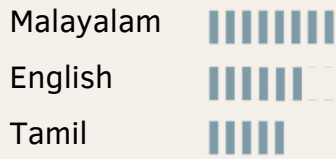
Kerala,India

Audit Assistant/Data Entry Operator

Jan 2022 - Jan 2024

- Maintained accurate and up-to-date records for auditing purposes.
- Verifying and Vouching documents ,invoices and receipts.
- Performed clerical duties, organized files, and ensured document compliance.
- Supported accountants in preparing ledger balances.
- Supporting audits by providing required documentation.
- Ensuring proper storage of both physical and electronic documents.
- Gathering financial data and documentation required for audits.
- Dealing with clients.

LANGUAGE



PERSONAL DETAILS

Nationality : Indian
Status Visa : Visit Visa
Passport ID : W8826841

I Mobile, Kottayam, Kerala

Feb 2020 - Dec 2021

Office Assistant/Data Entry Operator

- Manage calls, emails, and office files.
- Scheduling meetings and maintain calendars.
- Entering data into spreadsheets and accounting software.
- Recording and keeping file invoices, receipts, and transactions.
- Help with invoices, payments, and reconciliations.
- Reconcile bank statements with accounts.
- Handle inquiries and payment updates.
- Assisting HR to keep track of attendance and assist with onboarding.