



AISWARYA S

Contact No: +91 7994246997

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CERTIFICATION

- Certified professional in SAP Finance and controlling
- Certified professional in TALLY with GST
- B.A Economics (UNIVERSITY OF KERALA)

SOFTWARE SKILLS

- M S Office
- Tally
- Sap
- Data entry

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

- Date of Birth : 08/02/2001
- Gender : Female
- Nationality : Indian
- Passport No :
- Marital status : Single

HOBBIES

- Reading
- Photography
- computing
- cooking
- music

AISWARYA S

OFFICE ASSISTANT

PERSONAL PROFILE

Dedicated and detail-oriented recent graduate seeking an office assistant role. Strong organizational skill, proficient in office software, and eager to contribute to a productive work environment

PROFESSIONAL SKILLS

- ✚ Excellent oral and written communication skill in English
- ✚ Proficiency in Microsoft office suite, including Word, excel and Powerpoint
- ✚ Proficiency in TALLY software and day to day accounts
- ✚ Making sure the supplier invoices are recorded in a timely manner and paid as per the agreed terms.
- ✚ Proficiency in basic computer skill, such as email, Word processing, and internet usage
- ✚ Credit control and collections- ensuring the invoices are issued timely. And monitoring customer account details for non-payments, delayed payments & other irregularities
- ✚ Discretion and the ability to maintain confidentiality
- ✚ Assist a basic administrative task, such as a data entry, typing, and document formatting
- ✚ Prepare general correspondence and maintains general files.
- ✚ Responsible for monthly reconciliation of all banks accounts; accounts payable; account receivable.

DECLARATION

I Hereby Declare That Above Details Are True To Best Of My Knowledge And Belief.

AISWARYA S