



ASWATHI P

ACCOUNTANT

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ABOUT ME

Enthusiastic and precise accounting professional with 3+ years in financial record management, reporting, and client relations. Proficient in Tally and MS Office, grounded in solid accounting principles. Keen to leverage my expertise in financial precision and operational productivity. Excited to join and contribute to your team's success in maintaining financial integrity and efficiency.

WORK EXPERIENCE

**IBIN SINA
MEDICAL CENTER**
Ajman
Oct 2023 - Nov 2024

Receptionist/ Cashier

- Facilitated smooth billing and cash handling, maintaining high levels of accuracy.
- Provided frontline customer service, managing patient inquiries and supporting office operations.

**LIBAS
COLLECTIONS**
Kannur Kerala, India
Mar 2019 - Sep 2022

Accountant

- Processed accounts receivable and payable, ensuring timely payments and accurate records.
- Maintained and reconciled ledgers, verifying data integrity and streamlining financial reports.
- Worked collaboratively with management to ensure compliance with internal financial policies.

**NIKSHAN
ELECTRONICS**
Kannur Kerala, India
Mar 2018 - Jan 2019

Accountant

- Managed daily transactions, supported month-end closings, and assisted in preparing financial statements.
- Enhanced record-keeping processes, which contributed to improved data accuracy and reduced processing time.

EDUCATION

**NALANDA
COLLEGE**
2019

Bachelor of Commerce (B.Com)

Nalanda College, Kannur University | 2016 - 2019 | 53%

KADAMBUR HSS
2016

Higher Secondary (Plus Two)

Kadambur HSS, Board of Public Examination Kerala, India
[2014 - 2016 | 80%

S N TRUST HSS
2014

Secondary School (10th Grade)

S N Trust HSS, Board of Public Examination, Kerala, India
2011 - 2014 | 81%

SKILLS

ACCOUNTING SOFTWARE: TALLY

OFFICE APPLICATIONS: MS EXCEL, MS WORD, MS POWERPOINT, MS ACCESS

CERTIFICATIONS: DIPLOMA IN COMPUTERIZED ACCOUNTING

LANGUAGES

MALAYALAM

ENGLISH

TAMIL

HINDI

PERSONAL DETAILS

Date of birth
30 Jun 1999

Nationality
Indian

Passport no :V2140196
Expiry date :11/08/2031

Visa status
Resident

Marital status
Married