



Phone

+971-523139938

Email

aswathyn949@gmail.com

Address

Al Barsha, Dubai

Education

2018
Bachelor of Commerce
Calicut University, Kerala

2019
Financial Management Certification
Tally Prime Certification
G Tech

Expertise

Tally Prime

Odoo Software & Zoho Books -

Basic

Microsoft Office Programs

MIS

Payroll Processing

Accounts Payable & Receivables

Bank Reconciliation

VAT Return Filing

Budgeting and Forecasting

Language

English
Hindi
Malayalam
Tamil

ASWATHY P

General Accountant

I am a highly organized, detail orientated accounting professional with around 5 years of experience, who has the ability to apply accounting knowledge and experience to a diverse range of financial issues. I am a hard-working, dedicated, and ambitious Accountant who possesses strong theoretical and practical knowledge of generally accepted accounting principles. I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. I am excellent at working with others to achieve a certain objective on time with excellence

Experience

2022 May - Present

Golden Fork Restaurant Group (Corporate Office) Dubai

- Golden Fork Restaurants from May 2022
- Russo's New York Pizzeria from Feb 2023
- Crown and Lion English Bar from September 2023

General Accountant

As Payable Accountant

- Manage full cycle of accounts payable including receiving, Posting, processing and verifying 1000 plus invoices per month.
- Preparing of Sundry Creditors Ageing Report for management after reconciliation of Supplier SOA with ERP entries
- Preparation of input Vat Return details and submitting to Finance Manager for Vat filing on Quarterly basis

As Receivable Accountant

- Responsible for monitoring and follow up of accounts receivable from various customers & reporting it to Management.
- Reconciliation report to be prepared on weekly basis for all customers including aggregator receivables.
- Preparation of sales invoices and accounting of the Sales in the ERP.

As Cash Accountant

- Collection and reconciliation of cash from outlet on daily basis and banking the same
- Reconciliation of credit card receipts with sales
- Preparation of Sales Reports sending to management on daily & adhoc basis

As General Accountant

- Monthly Closing of Books of Accounts by Passing necessary entries in the Books.
- Preparation of Bank reconciliation in ERP
- Preparation of Monthly and Periodical Management reports.
- Responsible for payroll management, preparation and payment

Jan 2018 - Feb 2022

Asset Home Builders | India

- Manage & Maintain accounting records using software.
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Verify, allocate, post, and reconcile transactions
- Experience with accounting software is a plus
- Process accounts payable & accounts receivable transaction accurately.
- prepare and review financial statements, reports, & budgets.

Reference

Vipin Das

Finance Manager, Golden Fork Restaurant Group

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