A person in a blue shirt

AI-generated content may be incorrect.

**ASWATHY P S**

Pullanjikkadu (H), Vattekunnam, Edappally North P.O., Ernakulam, Kerala, India 682024

Phone: +971505071286

Email: aswathypshaji96@gmail.com

**PROFESSIONAL SUMMARY**

Detail-oriented and adaptable accounting professional with over 4 years of experience in invoicing, bookkeeping, and office administration. Proven ability to manage front desk operations, handle customer queries, and support day-to-day office functions. Seeking a position in accounting or office administration in the UAE where I can contribute efficiency, accuracy, and strong interpersonal skills.

**WORK EXPERIENCE**

Front Office & Storekeeper  
Prince Pattupavada, Ernakulam, Kerala, India  
July 2021 – May 2025

- Handled front desk operations including greeting customers and answering queries.  
- Maintained inventory records and coordinated daily stock checks.  
- Managed store requisitions and vendor coordination.  
- Ensured proper documentation and supported daily administrative functions.

Asst. Account (Invoicing)  
Aries Marine & Engineering Services Pvt. Ltd., Ernakulam, Kerala, India  
July 2019 – June 2021

- Maintained invoice processing and billing records.  
- Assisted in financial reporting and reconciliations.  
- Ensured accuracy of financial data and timely submission of reports.  
- Supported the accounts team with daily tasks and customer queries.

**EDUCATIONAL QUALIFICATIONS**

- Bachelor of Tourism Studies: Al-Ameen College, Edathala, Ernakulam, Kerala, India – 2017  
- Plus Two: Govt. VHSS, North Edappally, Ernakulam, Kerala, India – 2014  
- SSLC: VHSS North Edappally, Ernakulam, Kerala, India – 2012

**PROFESSIONAL QUALIFICATION**

- Diploma in Aviation, Volks Academy for Management Studies, Ernakulam, Kerala, India (2017–2018)

**TECHNICAL SKILLS**

- MS Word, MS Excel  
- Basic Accounting Software

**PERSONAL DETAILS**

- Date of Birth: 29 July 1996  
- Nationality: Indian  
- Marital Status: Married  
- Languages: English, Malayalam  
- Visa Status: Dependent Visa (Sponsored by Husband) – Valid UAE Residency  
- Availability: Currently in UAE – Available for immediate joining

**DECLARATION**

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Aswathy.p.s