

**ASWATHY P S**

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

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**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