



# Aiswarya Kamath

ACCOUNTANT

## Profile

Motivated and meticulous Entry-level accountant looking to put my solid background in accounting concepts and software expertise to use in a professional setting. Seeking a position where I can contribute to a dynamic accounting team, obtain practical experience, and improve my abilities in financial analysis, reporting, and tax preparation. Committed to surpassing expectations and providing high-quality work.

## Employment History

### Accountant, Premanand Industries, Cherthala

JUNE 2021 – JUNE 2023

Job responsibilities & achievements include :-

1. Maintaining and supervision of all financial matters and preparation of financial reports like Income & Expense statement, Balance sheet on Tally Prime, Excel.
2. Approval of daily payment, petty cash vouchers and journal vouchers.
3. Preparation of quotation for clients.
4. Prepare Bills to clients according to the agreement and follow up the payment from clients.
5. Accounts Payable & Receivable (reconciliation of balances), Inventory, Fixed Assets (including working of depreciation).
6. Reporting to Managing Director.

### Audit Assistant, L.R.Kamath& Co.Chartered Accountant,Cherthala, Cherthala

MAY 2018 – MAY 2021

1. Conducted tax audit for clients across various industries within strict deadlines and gained exposure in processing individual tax returns.
2. Preparation & filing of income tax returns for different persons.
3. Engaged in preparation of financial statements with due consideration of accounting standards issued by ICAI-project reports, projected provisional balance sheet etc.
4. Performed other accounting, auditing & tax duties as needed in engagements & as assigned by supervisory personnel.
5. Bank reconciliation & ledger account reconciliation.
6. Conducted various book keeping accounting services.

## Education

### CA Inter(Group-1), Institute of Chartered Accountants of India, Cherthala

MAY 2018 – JULY 2021

### Bachelor of Commerce- Tax Procedure and Practice, Naipunya School of Management, Cherthala

JUNE 2014 – APRIL 2017

## Details

Al Qubaisi Building, Flat

No:603,Al Nahda

Sharjah

United Arab Emirates

+971562547660

[aiswaryakamath1996@gmail.com](mailto:aiswaryakamath1996@gmail.com)

NATIONALITY

Indian

DATE OF BIRTH

24/09/1996

## Links

[LinkedIn](#)

## Skills

Fast Learner

Ability to Work in a Team

Financial Reporting

Computer Skills

Microsoft Office

Auditing

## Languages

English

Hindi

Malayalam

Konkani

## Hobbies

Travel, Cooking, Art,  
Photography.

## Courses

**TallyEssential Level 1, Active Edu Technologies India Pvt.Ltd**

JANUARY 2023 – MARCH 2023

**UAE VAT, MS Excel for Accounting, Zoho Books & GST, Axionz**

JANUARY 2023 – MARCH 2023

**PG Diploma in International Business Operation, IGNOU**

JUNE 2019 – AUGUST 2022

**ICITSS, Institute of Chartered Accountants of India**

MARCH 2018 – MARCH 2018

## Personal Details

Marital Status: Married

Passport No: Y7291630

Date of Expiry: 23-07-2033

Current Visa: Husband Visa

## References

**P.Govinda Kamath from L.R.Kamath & Co.Chartered Accountant**

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