



ASHWATHI N.V

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Career Objective:

To work in a competitive and result-oriented environment that would help me to develop and utilize my Accounting field and Administrative skills to the maximum. The experience which I have gained at this level, gives me the confidence to work and meet the expectations of an organization.

Work Experience:

- Worked as Accountant cum Cashier **KSHETHRA PALAKA FINANCE PVT LTD (Finance Firm), Kerala, India.**
- Worked as Assistant Accountant **ADVANCED BUSINESS CONCEPT LLC Dubai, United Arab Emirates.**

Responsibilities:

- ❖ Handling accounting – preparing Journal, Ledger, and Invoice setting Trail Balance, expenses voucher, and Final accounts.
- ❖ Handling monthly payroll.
- ❖ Monthly salary records.
- ❖ Book keeping Assistant, Assist sales manager and purchase manager, attending bank services, clearing tax dealing.
- ❖ Maintaining monthly expenses sheet & clearing the pending payments.
- ❖ Quotation submission.
- ❖ Preparing daily and monthly incoming and material outgoing gate passes.
- ❖ Preparing Daily Sales Report and follow up for collection of payment.
- ❖ Maintaining the stock & Inventory control.
- ❖ Finding new clients and increasing the volume of business.

- ❖ Maintaining sales, stock, and purchasing.
- ❖ Solving complaints of the clients.
- ❖ Preparing and keeping records of monthly duty sheet & compensation leave of employees.
- ❖ In the absence of in charge of purchasing departments-handling the purchasing department.
- ❖ Independent correspondence.
- ❖ To provide effective information to senior management about day to day follow-up.
- ❖ Payments to various parties with proper approval & authorization. For effective accurate reporting providing reports like Creditors Ageing.
- ❖ Proper coordination with Sales or Operations for collection on the basis of Monthly Ageing Reports.
- ❖ Provide Depreciation on the basis related excel workings & updating Fixed Assets Register.
- ❖ Bank Reconciliation, Monthly Report, Profit and Loss Account, and Balance sheet.

Year End Responsibilities:

- Reconciling for all payments/Receipts/JV Vouchers.
- Updating Excel working with related reversals if any along with proper documentation.
- Preparation of Final Ageing Reports.
- Updating Fixed Assets Register.
- Proper Filing of Bank Reconciliation Statements.
- Arrangement for Letters of Balance Confirmation from Debtors & Creditors.
- Submit the Trail Balance to Auditors.

Educational Qualification:

- ✚ Bachelors' Degree in Commerce (B.COM) from Kannur University.

IT exposure:

- Diploma in Computer Application, Ms Office, Excel, Power Point, Outlook, Internet.
- Accounting packages Tally, Quick Book)
- VIBES -Diploma in Business Management and financial accounting
- Accounting Package Peachtree, Dac easy.

Languages Known:

🌐 English, Hindi, Malayalam, Tamil

Personal Details:

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|----------------|----------------|
| Sex | : Female |
| Marital Status | : Married |
| Date of Birth | : 26-03-1993 |
| Religion | : Hindu |
| Nationality | : Indian |
| Visa Status | : Husband Visa |

Strength:

- ✓ A clear thinker. Goal oriented. A good communicator.
- ✓ Reasonable organizational skills, versatile in handling multiple tasks assigned.
- ✓ Getting competitive information from the market.
- ✓ Perseverance to work for long working hours.
- ✓ Leadership skills
- ✓ Will be an asset and not a liability to the organization
- ✓ Dedicated , Determined , Disciplined , Hardworking

References:

Can be provided if required.