

- ◆ pvaswanth1811@gmail.com
- ◆ +971 504621335
- ◆ Dubai, United Arab Emirates
- ◆ <https://www.linkedin.com/in/aswanth-p-v-8576b2216>

IT SKILLS

- Tally
- SPSS
- Tradeasy Software
- Vyapar
- Microsoft Office Excel
- Microsoft Office Word
- Microsoft Office PowerPoint
- QuickBook

EDUCATION

Master of Business Administration

Kannur University :2020-2022

Kannur, Kerala

Bachelor of Business Administration

Kannur University :2017-2020

Kannur, Kerala

SKILLS

Management

Analytical Skills

Accounting and Bookkeeping

Human Resource Management

Communication Skill

Financial Management

Problem solving

Smart worker

Time Management

Teamwork and collaboration

LANGUAGES

English

Malayalam

Tamil

Hindi

HOBBIES

Playing Cricket

Photography

Watching Movies

ASWANTH P V

PROFILE

Dedicated and result-driven management professional seeking a challenging role where I can utilize my skills and knowledge to enhance the company's value.

EXPERIENCE

Shyla Engineering Contractors

10/2022-10/2023

Management Trainee

- Assisting HR Manager: Maintain accurate and up-to-date employee records, including personal information, employment contracts, performance evaluations, and benefits documentation.
- Supervisor: Managed 6 employees at a time for accomplish a specific task. Ensure punctuality in attendance, discipline and also presence of workers at the work spot during duty hours.
- Assisting Payroll Preparation

Las Vegas International Business Solution

11/2023-03/2024

Finance Intern

- Investment Banking: Completed basic training in investment banking, gaining foundational knowledge in financial markets, instruments, and transactions.
- Business planning: Preparation of plans, develops, and implements strategies for all faces of business operations, including budgeting, administration, and production, staffing, sales, and controlling.
- Time Management: The works done in a particular time period.

New Amco Agencies

03/2024-09/2024

Accounts and Inventory Manager

- Managed and maintained accurate financial records, including accounts payable, accounts receivable, and inventory management.
- Coordinated stock control, including ordering, receiving, and stocking merchandise.
- Conducted regular stock audits and reconciliations to ensure accuracy.

PERSONAL DETAILS

Passport No : W8520468
Visa Type : Tourist Visa
Visa Expiry : 24th Nov,2024
Date of birth : 18-11-1999
Marital Status : Single