



## NAYANA TS

### CONTACT

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[nayanats816@gmail.com](mailto:nayanats816@gmail.com)

Thiruvalla, Kerala, India

### ACADEMIC CREDENTIALS

#### BACHELOR OF COMMERCE (Finance & Taxation)

- MG University

#### HIGHER SECONDARY | 75%

- Board of Higher Secondary Examination, Kerala, India

#### SSLC | 85%

- Board of Public Examination, Kerala, India

### TECHNICAL COURSE

- Foreign Accounting

### AREAS OF INTEREST

- Accounting
- Taxation
- Finance
- Analytics
- IT

### COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

### PROFILE SUMMARY

Highly analytical, result-driven Accounting Specialist skilled at working quickly and accurately under tight deadlines. Extensive knowledge of Excel and QuickBooks. To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

### KEY SKILLS

Team Work

Work Ethic

Analytical skills

Financial Statements

Decision-making

Time Management

Account Reconciliation

Problem Solving Ability

General Ledger

Risk Analysis

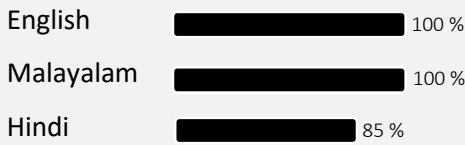
### EMPLOYMENT CHRONICLE

#### ACCOUNTANT CUM OFFICE ADMIN | 1 Year CONSTRUCTION COMPANY


#### KEY RESPONSIBILITIES


- Managing financial departments with responsibility for Budgets, Accounts Payable and Accounts Receivable.
- Preparation of yearly financial forecasting statement as part of budgeting purpose.
- Manage all accounting transactions.
- Preparation of statements for pre audit purposes and statutory purposes.
- Keeping Track of Bills, Vouchers and other Documents for future.
- Assisting for the preparation of finalization of Accounts.
- Performing general office duties and administrative tasks.
- Assisting for the preparation of various statements/verification of bills for statutory purpose.
- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Enter financial transactions into internal databases.
- Check spreadsheets for accuracy.
- Maintain digital and physical financial records.
- Assisting with audits, fact checks, and resolving discrepancies.
- Handling communications with clients and vendors via phone, email, and in-person.
- Preparation of Bank Reconciliation Statements.
- Manage balance sheets and profit/loss statements.
- Review and recommend modifications to accounting systems and generally accepted accounting procedures.


LANGUAGES KNOWN



INTERESTS

  
Songs

  
Travelling

  
Reading

REFERENCE

- Available upon request

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 11/04/1999
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Kulangaramadathil House Podiyadi P.O, Thiruvalla Pathanamthitta, Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

NAYANA TS