



+97 1568122963  
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Kerala, India

### Personal Information

Gender : Female  
Date of Birth : 04.02.1991  
Nationality : Indian

### Skills

- Sincere & hard-working
- Problem solving
- Good communication & leadership skills
- Computerized accounting with tally

### Software

- MS Office
- Tally
- Computerized accounting
- Outlook, Gmail

### Linguistic Ability

| English | Hindi |  
| Malayalam | Tamil |

# SWATHI. S

Accounts / Finance / Administration

### Career Objective

Ambitious to build a career in Accounting / Finance / Administration with an organization where teamwork is required and hard work is appreciated and to be in a position which is best suited to my knowledge and skills.

### Education

- 2011 - 2013 **M B A (Finance, HR)**  
MG University, Kottayam
- 2008 - 2011 **B.Sc. Chemistry**  
NSS College, Pandalam (Kerala University)
- 2006 - 2008 **Plus Two (Science)**  
Padanilam HSS Nooranad
- 2006 **SSLC**  
C B M H S S, Nooranad

### Work Experience

- 01.2020 - 11.2023`  
**Village Resource Person**  
**Social Audit Society, Kerala State Government**
- 03.2017 - 01.2018`  
**Cashier**  
**Local financial firm | Kottayam**

### Passport Information

Passport No : Y8514234  
Date of Issue : 14-09-2023  
Date of Expiry : 13-09-2033  
Visa Status : Husband Visa

### Declaration

I do hereby declare that the above given information is true to the best of my knowledge and belief

Place :  
Date :

SWATHI.S