



# 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	<b>M B A (Finance, HR)</b> MG University, Kottayam
2008 - 2011	<b>B.Sc. Chemistry</b> NSS College, Pandalam (Kerala University)
2006 - 2008	<b>Plus Two (Science)</b> Padanilam HSS Nooranad
2006	<b>S S L C</b> C B M H S S, Nooranad

## Work Experience

- 12.2023 - 05.2024  
**Admin cum Receptionist**  
Al Rujul Alhur Graphics, Sharjah
- 01.2020 - 11.2023  
**Village Resource Person**  
Social Audit Society, Kerala State Government

## 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

- +97 1568122963
- swathisudhakaran91@gmail.com
- Kerala, India

## Personal Information

Gender : Female  
Date of Birth : 04.02.1991  
Natonality : 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 |