



ASWATHY. K

Accountant



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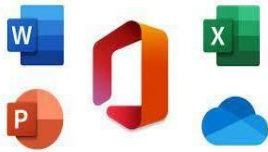
+91 9539143491

Passport no : R5244081

Place of issue : 01/11/2017 | Cochin

Date of expiry : 31/10/2027

IT SKILLS



ACCOUNTING SKILLS

- Financial Analysis
- General Ledgers
- Financial reporting
- Public accounting
- Account Reconciliation
- Economics
- UAE VAT & Corporate Tax

SOFT SKILLS

- Communication skills
- Problem solving
- Critical thinking
- Leadership and team work
- Self - management
- Dependability
- Integrity
- Creativity

ACCOUNTING EXPERIENCE: 11 years

- **Accountant -- Diary Cooperative Society, Kidangoor, Kerala.**
July 2022 - at Present
 - Handling of the day-to-day organizational financial management requirements.
 - Keeping accurate and complete financial records with summary reports tracking monthly revenue and expenditure on all organizational contracts at each month end.
 - Responsible for the processing of all accounts payable and ensuring all invoices are paid on time.
 - Manage balance sheets and profit/loss statements
- **Accountant -- Thuruthelmatathil Financiers, Athirampuzha, Kottayam, Kerala**
March 2019 - June 2022
 - Financial reporting and accounting Assisting senior accountant in finalization of accounts.
 - Participation in fundraising activities.
 - Processing tax payments and returns
 - Manage balance sheets and profit/loss statements
 - Compute taxes and prepare tax returns
- **Practitioner of Tax consultancy, Accountant -- Ettumanoor, Kottayam, Kerala**
Septembar 2013 - August 2018
 - Assisting senior accountant in finalization of accounts.
 - Assist with Tax Filing
 - Maintenance of computerized books of accounts and Value Added Tax (VAT).
 - Entries of sales and purchase invoice, bank payments and receipts, journal voucher, etc..
 - Working knowledge of M.S Office and Fast (accounting software)
- **Accountant -- Kidangoor Service Co operative Bank Ltd**
June 2012 - March 2013
 - Assisting senior accountant in finalization of accounts.

PERSONAL DETAILS

DOB: 16-05-1990

Marital-Status: Married

Address : Padinjareveedu (H)
Kudamaloor P.O
Kottayam (Dist)
Kerala,

Nationality : Indian

Spouse: Mr. Mahesh P

Children : One boy, One
girl

EDUCATION & QUALIFICATIONS

1. **M.Com. Finance – Jun 2010 - Jun 2012**

Ettumanoorappan College, Kottayam (Mahatma Gandhi University),
Kerala, India

2. **B .Com. Taxation – Jun 2007 -Apr 2010**

BCM College, Kottayam (Mahatma Gandhi University), Kerala, India

3. **HSE (XIIth)- Jun 2005 - Jun 2007**

Commerce-Economics -Computer Application
St. Mary's HSS Kidangoor, Kerala.

4. **SSLC (Xth) – March 2005**

St. Thomas GHS, Punnathura, Kottayam, Kerala.

PROFESSIONAL CERTIFICATIONS

1. Certificate of Excellence: April 2023

SKCF course from Mr. Teach Academy and gained subject
knowledge in **UAE VAT and Corporate Tax.**

2. Certification in Professional Accounting and Taxation: March 2021

10 Days Online Training Program conducted by Foundation for
International Skill Development and Innovation (**FISDI**)

With requirement.

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