



AISWARYA K R

Accountant

I am dedicated, organized and methodical individual. I have good interpersonal skills. I am excellent team worker and I am keen and willing to learn. I am always looking forward to develop new skills. I am reliable and dependable and often seek new responsibilities in new areas.

Skills

- Proficiency in Microsoft Word, Excel, PowerPoint
- Tally ERP
- Tally Prime
- SAP FICO
- Quick books
- Peachtree
- GST filing
- International VAT

Work Experience

SUNNY JOSEPH AND ASSOCIATES **PERIOD: 2023 - PRESENT**

- Internal Audit
- Maintained the book of account as per GAAP and GST rules
- Prepared Bank reconciliation statements
- Maintained schedules of fixed assets
- Prepared & verified invoices and Purchase / sale orders.
- Managed accounts Payables and Receivables
- Prepared Financial statements
- Input tax credit and computation of GST amount
- filing of GST Returns GSTR-1, GSTR-3B
- Reconciliation of GSTR-2A & GSTR-2B
- Preparation of E way bill
- Reconciliation of Electronic Credit ledger in GST portal.
- Payroll , Advanced excel , Job order

Address

Kalappatt(h), lokamaleswaram p.o
Kodungallur, Thrissur, Kerala

Gmail

aiswaryarajankr@gmail.com

Mobile

+91 81388 46336 , +91 77363 96288

Academics and Certificates

- B.com office management and secretarial practice
Institute : SNM College , Maliankara
Period : 2020 – 2023
- Diploma in Global Accounting Govt. certificate under STED council

Language

- English
- Malayalam
- Tamil

Personal Info :

- DOB : 19 / 06 / 2002
- Nationality : Indian