

**ASWATHY**

**ASWATHY.330487@2freemail.com**

DUBAI, UAE

**OBJECTIVE:**

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and professional growth.

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| **Course** | **Institution** | **Percentage of marks** | **Year**  |
| M.COM | Stella Marris, Chennai | 74.8% | April 2013 |
| B.COM (Corporate Secretaryship) | Ethiraj College for Women, Chennai | 81.4% | April 2011 |
| Diploma in Office Automation(MS Office,Tally) | Apollo Computer Education Ltd | A grade | August 2013 |

**EDUCATIONAL QUALIFICATION:**

* SAP FICO in July 2016 from Satori Technologies & Solutions (P) Ltd in July 2016.

**EXPERIENCE:**

From Aug 2013 – Aug 2016

Designation: Project Associate

Organization: Department of Ocean Engineering,

Indian Institute of Technology, Madras (IIT Madras)

**RESPONSIBILITIES:**

* Office management and administration support
* Oversee various office and management functions including purchasing, preparation of purchase order, coordinating with suppliers and vendors.
* Expenditure/Invoice management
* Route purchase and invoice documents to appropriate recipients.
* Organizing meetings/presentations
* Client communication for current projects
* Liason between employees, owner and clients by promoting open
* communication.
* Filed completed documents and retrieve information as needed.
* Responsible for maintaining the records of office inventory, handling petty cash and keeping the record of expenses.
* Budget estimation for upcoming projects.
* Administer all aspects of general office coordination.

**PROJECT WORK:**

A Research Project on the topic Organization Culture as part of my M.COM degree. The main objective of this study was to understand the type of culture prevailing in a small and large company and its impact on role played by an employee. The secondary objectives of the research was to understand the importance of organizational culture, to know the factors influencing culture to study the relationships between culture and role perceptions of the employees.

**ACHIEVEMENTS**

Secured General Proficiency during the year 2006-2007.

School Second Topper in Arts Stream in HSC Examination during the year 2007-2008.

Merit Holder in Accounting Wizard 2008 conducted by RR academy.

 **PERSONAL PROFILE**

Date of Birth : 16.02.1991

 Nationality : Indian

Mother Tongue : Malayalam

 Languages known:Malayalam,English,Tamil

**VISA STATUS**

Visit Visa

(To be converted to husband Visa)

**DECLARATION**

I hereby affirm that the above information given by me is true to the best of my knowledge and belief.