

**ASWATHI**

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**CAREEROBJECTIVE**

To obtain a challenging,satisfying and brightcareerin an esteemed organization with good working environment,whereIcan fully utilizemy experienceandcapabilities to enhancemy area of Financemanagement efficiency this canexhaustively test my expertise.Iwant to be associated with an organization whereIcan prove and exploremy abilities forthe

developmentof the organization.

**PROFESSIONAL EXPERIENCE**

**NEHA SALES CORPORATION**

**ACCOUNTANTAUGUST2013-SEPTEMBER2014**

AccountantcoordinatingallfinanceactivitiesbeingseatedintheofficeinErnakulum

(Kerala)

**Objectivesoftherole*:***

Maintaining basicaccounts,book keeping.

Handling petty cash forthe local purchase.

Maintaining Reconciliation of bank statement

Ledgerentries,journalentries,invoiceentriesand crosschecking.

Preparing and analyzed financial statement.

Preparing daily purchasereport

Preparing balancesheet.

Monthly profit&loss Account.

**SALES TAX CONSULTANCY CENTRE,B.B COMPLEX,SOUTH BAZAR,KANNUR**

**ACCOUNTANTNOV2014-July2016**

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| --- | --- | --- |
|  | Maintaining basicaccounts. |  |
|  | Entering of Purchases inTally System |
|  | Entering all the payments againstpurchases. |
|  | Preparation all types of Bank Payments on routine basis. |
|  | Entering of Sales in Tally system outlet wise |
|  | Checking the Cash Deposits asperSales and entering in Tally system |
|  | Checking and preparation the payments ofPettyCash. |
|  | Reconciliation of all the Bank Accounts |
|  | Preparation Sales Report |
|    | PreparealltypesofPaymentsi.e.,SecuritydepositRefund,maintenance, charges and Electricity&Wateretc.  Calculation of monthly return | Service |
|  | Making on-linepayment of SalesTax |  |

**EDUCATION&CERTIFICATIONS**

Bachelorof Commerce (B com)

Highersecondary education in COMMERCE

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**OFNOTE**

Operating System:Windows Xp,Windows 7

 ExtensiveknowledgeofOfficeproductivitysoftware(MSWord,MSExcel,MSPower- point)

Accounting Software : Tally(ERP 9)

**PERSONAL DETAILS**

Date of Birth :15 Sep 1992

Marital Status :Married

Languages Known :English,Malayalam and Hindi

Visa Status : Visit visa

**Strengths:**

Adaptability

Hardworking

Honest

Flexibility

Optimistic

Fastdecisionmaking

Persistence

Self motivated

**DECLARATION**

I certify that,to the best of my knowledge and belief,all the information attached to this application is true,correct and complete and made in good faith.

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