

**SWATHI**

**Email ID**:swathi.385263@2freemail.com

# CAREER PROFILE

Total 4 years of experience where 2years in Accounting and 2 years in Documentation and Visa processing. Looking for a challenging opportunity in an esteemed organization which will help me to exhibit my talents and my skills and to contribute for the development of self and organization

**CORE COMPENTENCY**

* TALLY ERP 9.0 (Including VAT), MS OFFICE CERTIFICATION
* PGDCA –Post graduation diploma in computer application – CORALDRAW, PAGEMAKER, C+, C++

# CAREERHISTORY

**RIYA TRAVELS**

**DOCUMENTATION AND VISA PROCESSING**

August 20, 2016 – July 30, 2018

**Riya - the Travel expert, established in 1990 is one of the India's leading travel organizations. With over 50 locations in India & 4 worldwide.**

* Responsible for all Visa Service to countries like North and South American countries, Europe, Asia pacific and Gulf countries.
* Responsible for completion of all relevant visa documents and ensure that they are received within the time limit set by the government.
* Preparing and checking all legal documents.
* Handling client queries over the phone and in meetings & emails.



**WEBTEL**

**ASSISTANT ACCOUNTANT**

July 04, 2014 – March 30, 2016

**Webtel India, established in 2001 delivers top level BPO’s with** [**professional Data Entry and Claim Processing services in all**](http://www.webtelindia.com/seo.html)**over India.**

* Processing daily invoices.
* Reconcile bank statements by comparing transactions to the general ledger.
* Responsible for maintaining records of invoices, payments and transactions.
* Preparing purchase orders,
* Maintaining petty cash.
* Process cheques and keep filing and invoice monitoring systems up to date.
* Provide administrative support to accountants with day-to-day operations of the Finance department.
* Maintain accounting documents and records, ensuring all files are up to date.

**EDUCATION**

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| Pre- University Course  | Shri Ramakrishna Pre-University College, Mangalore | Completed 2011 | 83% |
| Bachelor of Commerce  | Mangalore University College, Mangalore | Graduated 2014 | 80.68% |

# PERSONALDETAILS

Date of Birth :April03,1994

Status :Married

Citizenship :India

Visa Status : Visit Visa

Availability : Can join immediately

Languages : English, Hindi and Kannada (Native)

# REFERENCESUPONREQUEST