**AISWARYA**

**Email:** aiswarya-394541@2freemail.com



**FINANCE PROFESSIONAL**



Aiswarya brings with her around 1.5 years of experience in the preparation and verification of financial statements to support the audit procedures. Adept in handling all financial operations and preparing reports there-on. Exclusively done audit testing and preparation of audit working papers and relevant documentation for the audit for International clients. Recognized for positive mental attitude, commitment to excellence and demonstrated ability to communicate and work with senior management, associates and customers.

 **SCHOLASTIC**



Pursuing **ACCA** and had cleared 8 papers in Foundation Level.



**Masters Degree in Business Administration** (**Specialization in Finance)** from Amrita School ofBusiness, Amritapuri Campus, Kollam (2014-16) with 72%.



**Bachelor of Commerce** (B Com) with Computer Application (2011-14) from Amrita School of Artsand Sciences, Amritapuri Campus, Kollam with 98.6% - **Secured Third Rank at the University** Higher Secondary (12th) in 2011 from NSS HSS, Alappuzha with 86% - **Third Rank at school** **level**



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **CORE COMPETENCIES** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Audit and Accounting |  |  |  |  | Accounts Payable |  |  |  | Accounts Receivable |  |  |  | Tally ERP 9 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Financial Reporting |  |  |  |  | Accounts Finalization |  |  |  | GST |  |  |  | VAT |  |



**EMPLOYMENT CHRONICLE**



**ALAPPUZHA,KERALA, INDIA**

**AUDIT TRAINEE ( MARCH 2019 – AUGUST 2019)**

**ACCOUNTABILITIES:**

Prepare, analyze, and verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.



Exploit Tally ERP 9 software for data entry including sales, purchase, receipts, payments etc as well as generate invoice as per the format by CBIC department moreover carry out GST billing for regular and composite dealers for the filing of GSTR-1 and GSTR-3B returns.



Managing statutory compliances like GST payment, GST return filing (GSTR-1 and GSTR-3B). Tied out and gathered client support for all documented numbers assigned, contributing to the overall completion of year end, quarterly and monthly audits.



Gathered all financial statements and supporting papers from appropriate authorities for the purpose of verification.



Reviewed returns, financial statements and supporting receipts and documents during audit processes.



Ensured that the Clients accounts are in compliance with the company and state accounting regulations.



Checked and inspected the accuracy of accounts receivable, and payable ledgers.



**COCHIN, KERALA,INDIA**

**AUDIT ASSOCIATE ( JUNE 2016 – MAY 2017)**

**ACCOUNTABILITIES:**

Performed analytics of audit client’s data based on their business nature to support the audit procedures.



Individually determined and performed substantive audit procedures over financial statement accounts, internal control, significant management estimates and other technical accounting areas.



Performed tests of controls, audit testing and preparation of audit working papers and relevant documentation for the audit files to support all opinions and testing conclusions.



Utilized KPMG’s smart audit technology and methodologies and demonstrate the global values and behaviours when completing work and documenting conclusions.



Prepared audit work papers and communicate audit findings to senior management and clients; Apply data analytic techniques to audit processes across key business cycles and help clients identify performance improvement opportunities.



**INTERNSHIP**

8 Weeks Internship at Vegetable and Fruit Promotion Council Kerala (VFPCK) on the Topic: Growth Potential of Internal Revenue Generation Centres (IRG) of VFPCK as part of the Post Graduation Curriculum.



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **TECHNICAL KNOWHOW** |  | **ACCOUNTING PACKAGES** | Tally ERP9 |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **MS –Office** | Word, Excel & PowerPoint |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **PERSONAL PROFILE** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Date of Birth** |  | 28 March, 1992 |  |  |  |  |
|  |  |  | **Nationality** |  | Indian |  |  |  |  |
|  |  |  | **Languages Known** | English, Malayalam and Tamil |  |  |  |

 **DECLARATION**



I hereby declare that all the information furnished in this document is true to my knowledge and belief

**AISWARYA**