



ASWATHY V A
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21/858 C, Kareethara House
Pazhnithodu Bridge,
Palluruthy, Kochi – 682 006

OBJECTIVE : Seeking a career with a professional organization that would provide me an opportunity for challenging work in diverse avenues to deliver the gained potential and at the same time constantly acquire, develop and sharpen my professional skills, knowledge

EDUCATION/ACADEMIC QUALIFICATION

M. Com	Pursuing	M G University	
B. Com	2012-13	M G University	85%
Class - XII	2009-10	S D P Y Higher Secondary School	73%
Class – X	2007-08	S D P Y Higher Secondary School	70%
PGDCA	2013-14	Cochin institute of computers	

WORKING EXPERIENCE / EXPOSURE

Audit Assistant - FRG Associates
3 year and presently working

Job Profile

- Preparation & Finalization of Financial Statements and Audit Reports
- Review And Analysis of General Ledgers, Financial Statements including trial balance, bank reconciliation reports, profit & loss account and Balance Sheet
- Preparation of Bank Reconciliation Statements
- Passing Accounting entries in Tally and Maintaining Books of Accounts of Various Firms
- Experience in preparation of Cash flow.
- Preparation of individual Income Tax returns & TDS Returns.
- Preparation of Provident Fund and Employees State Insurance workings and submission of returns with Authorities.
- Preparing Internal, Statutory and Indirect Tax audit on quarterly and yearly basis.
- Preparation and filing of yearly tax audit returns
- Handling of monthly return filing of Goods & Service Tax.

PERSONAL DETAILS

- Age and Date of Birth : 23 years, 9th May 1994
- Nationality : Indian
- Marital Status : Single
- Language Known : Malayalam, English, Hindi
- Father`s Name : V R Ashokan
- Mother`s Name : Seena Ashokan
- Address : 21/858 C, Kareethara House
Pazhnithodu bridge
Palluruthy, Kochi-682006
- Hobby : Listening to Music, Reading

KEY STRENGTHS

- Self Motivated
- Hardworking
- Willingness to learn
- Truthfulness
- Managing Capability
- Problem solving ability & Initiatives

COMPUTER PROFICIENCY

- Working knowledge with Windows & Internet
- Proficiency in using MS Office (Word, Excel, PowerPoint)
- Accounting Software – Tally , Winman

DECLARATION

I hereby declare that above mentioned information is true to the best of my knowledge and belief.

Aswathy V A

