



ASWATHY V A
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21/858 C, Kareethara House
Pazhmathodu 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 & competence.

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 (Chartered Accountants)
4 years 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.

- Return Filing under Goods & Service Tax Rules 2017:
 - ✓ Indo French Shell Fish Company Pvt. Ltd
 - ✓ Kanaka Enterprises, Ernakulam
 - ✓ Bristol Boats Pvt. Ltd. , Ernakulam
 - ✓ Radisson Blu Hotel, Ernakulam
 - ✓ Growell Infosys Pvt. Ltd
 - ✓ Sterling Print House Pvt. Ltd

- Audit under Kerala Value Added Tax Rules 2003 :
 - ✓ The Gateway Hotel, Ernakulam
 - ✓ Vivanta By Taj , Kumarakom
 - ✓ Dream Hotel , Ernakulam

- Audit under Income Tax Act, 1961 :
 - ✓ Bio Pharma, Ernakulam
 - ✓ Systalent Software Pvt Ltd, Ernakulam.
 - ✓ Growell Infosys, Ernakulam
 - ✓ Venus Traders , Thuravoor
 - ✓ Satsuma Hotels & Resorts Pvt. Ltd
 - ✓ Kanaka Enterprises, Ernakulam
 - ✓ Synergy Marketing Pvt Ltd

- VAT Return filing in Form 10 Under Kerala Value Added Tax Rules 2003:
 - ✓ The Gateway Hotel, Ernakulam
 - ✓ Vivanta By Taj , Kumarakom,Kottayam
 - ✓ Radisson Blu Hotel, Ernakulam
 - ✓ Biopharma, Ernakulam

- Return Filing as per Finance Act, 1994 (Service Tax Rules) :
 - ✓ The Gateway Hotel, Cochin
 - ✓ Vivanta By Taj, Kumarakom,Kottayam
 - ✓ Taj Garden Retreat,Varkala,Trivandrum

- PF and ESI Return Filing under respective Acts :
 - ✓ The Gateway Hotel, Cochin
 - ✓ Vivanta By Taj, Kumarakom,Kottayam
 - ✓ Cochin Drug House , Ernakulam

- Internal Audits & Statutory Audit:
 - ✓ Srishti Charitable Trust (Unit of TATA Global Beverages Limited.Munnar)

- Accounting Works in Tally Accounting Software:
 - ✓ Sanah Infosolutions Pvt. Ltd
 - ✓ Sysyalent Software Pvt. Ltd
 - ✓ Satsuma Hotels & Resorts Pvt. Ltd.

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
- Can work under stressed condition
- Hardworking
- Quick learner
- 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