



ASWATHY V A
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21/858 C, Kareethara House
Pazhmethodu 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

Accounts & Audit Assistant

FRG Associates (Chartered Accountants)

5 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.
- ROC Filing under Companies Act.
- Preparation of individual Income Tax returns & Quarterly TDS Returns.
- Preparation of Provident Fund and Employees State Insurance workings and submission of returns with Authorities.
- Preparing Internal audit and Stock verification report on quarterly and yearly basis.
- Preparation and filing of yearly tax audit returns.
- Handling monthly return filing of Goods & Service Tax.

COMPUTER PROFICIENCY

- Working knowledge with Windows & Internet
- Proficiency in using MS Office (Word, Excel, PowerPoint)
- Accounting Software – Tally , Winman
- PGDCA from Cochin Institute of Computers

PERSONAL DETAILS

- Date of Birth : 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
- Managing Capability
- Problem solving ability & Initiatives

DECLARATION

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

Aswathy V A

