**CURRICULUM VITAE**

**ASWANI .T.A**

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Ernakulam.

**PERSONAL DETAILS**

* Nationality : Indian
* Date of Birth : 22/03/1990
* Religion : Hindu
* Marital Status : Married
* Sex : Female
* Languages : English, Tamil, Malayalam
* Passport number : S0873480

# CAREER OBJECTIVE

A suitable position with an organization where I can utilize the best of my skills and abilities that fit my education, skills, and experience, a place where I can be encouraged and permitted to be an active participant to contribute to the development of the company

**EDUCATIONAL ATTAINMENT**

* **School** L.M.C.C. Higher Secondary Girls School in 2007
* **High School** Sree Narayana Higher Secondary School in 2009
* **Degree** B A Sociology not completed

**PROFESSIONAL EXPERIENCE**

SILVERLINE HOSPITAL, Kochi

* **Position** : Front office Executive
* **Location** : Kochi (India)
* **Period** : From September 2021 to present

**RESPONSIBILITIES:**

* Maintained integrity of the general ledger, including the chart of accounts
* Generated financial statements and facilitated account closing procedures each month.
* Cashier
* Billing
* Maintain administration and operation records
* Sorting daily emails based on priorities
* Updating appointments, calendars, and schedule appointments/meetings

V.G SARAF MEMORIAL HOSPITAL, Kochi

* **Position.** : Front Office Assistant
* **Location** : Kochi (India)
* **Period** : Oct 2013 to Mar 2018

**RESPONSIBILITIES**

* Maintained integrity of general ledger, including the chart of accounts
* Generated financial statements and facilitated account closing procedures each month.
* Cashier
* Billing

EXA SOLUTIONS, Kochi

* **Position** : Office Administrator
* **Location** : Kochi (India)
* **Period** : Nov 2012-Nov 2013

**RESPONSIBILITIES**

* Modified a comprehensive financial reporting package to reflect growing organizational complexity.
* Maintained integrity of the general ledger, including the chart of accounts
* Filed tax returns and prepared governmental reports in compliance with strict standards
* Analyzed monthly balance sheet accounts for corporate reporting
* Generated financial statements and facilitated account closing procedures each month
* Compiled general ledger entries on a short schedule with nearly 100% accuracy
* Use computers for various applications, such as database management or word processing.
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals

 **SKILLS**

* Windows Operating System (Windows 8 and 10), Impact, Ellider
* Client Handling
* Accounting
* Office Administration

**DECLARATION**

I hereby certify that the above mentioned statement is correct & true to the best of my knowledge & belief.

**ASWANI T.A**