

**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

<b>B. Com</b>	2011-14	M G University	90%
<b>Class - XII</b>	2009-11	S D P Y Higher Secondary School	73%
<b>Class – X</b>	2008-09	S D P Y Higher Secondary School	70%
<b>D C A</b>	2013-14	Cochin Institute of Computers	A

## WORKING EXPERIENCE / EXPOSURE

### Accounts & Audit Executive

#### FRG Associates (Chartered Accountants)

November 2014 – Till Date

### Skills Summary

- Preparation & Finalization of Financial Statements and Audit Reports.
- Review And Analysis of General Ledgers, Financial Statements including Trial Balance, Profit & Loss Account and Balance Sheet
- Preparation of Bank Reconciliation Statements
- Passing Accounting entries in Tally and Maintaining Books of Accounts of various firms.
- Handling monthly return filing of Goods & Service Tax.
- Preparation and filing of yearly Tax Audits.
- 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.
- Experience in preparation of Cash flow.

## COMPUTER PROFICIENCY

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

## PERSONAL DETAILS

- Date of Birth : 9th May 1994
- Nationality : Indian
- Marital Status : Married
- Language Known : Malayalam, English, Hindi
- Husband Name : Arun T R
- Father`s Name : V R Ashokan
- Mother`s Name : Seena Ashokan
- Address : Thareparambil House  
Madaplathuruthu North  
Paravoor - 683 516
- 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**

