

ASWATHY SATHEESH

Mob : +971 566 915 913

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More than 4.5 years of professional experience in finance, accounting, and office assistance roles. Proficient in accounting principles, auditing procedures, and familiar with Tally ERP 9 and various accounting systems.

PERSONAL INFORMATION

Date of Birth	:	17 th May 1985
Nationality	:	Indian
Marital Status	:	Married
Passport Number	:	N6712015
Visa Status	:	Husband Visa
Current Address	:	Al Qasmia, Sharjah, UAE

PROFESSIONAL QUALIFICATION

M'Com –	FINANCE	Pass : Nov' 2008
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B'Com -	Co-operation	Pass: Sep' 2005
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EDUCATIONAL QUALIFICATION

Plus Two	COMMERCE	Pass : Mar' 2002
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S.S.L.C	Gvt. of Kerala	Pass : Mar' 2000
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COMPUTER SKILLS

Windows, Internet and Email, Tally ERP 9, NEAT, ERP, Microsoft Office

KNOWLEDGE OF DUTIES AND RESPONSIBILITIES:

- Posting all financial transactions in the accounting software like ERP, Tally, etc.
- Preparing various financial reports such as the Income Statement, Balance Sheet, and Statement of Cash Flows.
- Following up on accounts receivable and accounts payable, issuing receipt vouchers, and acknowledging payments received.
- Handling administrative tasks, maintaining records, and managing courier services.
- Preparing and submitting VAT transactions as required.
- Performing tasks like faxing, scanning, and copying documents. Organizing and maintaining office filing and storage systems.
- Conducting data entry and having basic proficiency in MS Office applications.

EMPLOYMENT HISTORY

Company	Onida India Pvt Ltd. [CFA]	
Job Title	Office Coordinator & Accounts Clerk	[From 2008 to 2010]
Company	Hedge Equities Pvt. Ltd.	
Job Title	Share dealer & Accounts Clerk	[From 2010 to 2012]
Company	Sathyam Solutions	
Job Title	Auditor & Administration	[From 2012 to 2015]