



**SWATHI A C**  
Accountant



## WORK EXPERIENCE

### JUNIOR ACCOUNTANT

**Netway Systems** 02/2021 - 07/2023 (2 years, 6 months)

- Post and process journal entries to ensure all business transactions are recorded
- Track and monitor accounts receivable  
Issue and prepare invoices
- Track and monitor accounts payable
- Assist in the processing of balance sheets, income statements and other financial statements
- Update financial data in a timely manner
- Ensure that information is accurate
- React in a timely manner if the information is not accurate
- Support senior accountants  
As needed, assist with other accounting projects



## EDUCATION

### MASTER OF COMMERCE

**Indira Gandhi National Open University, India** 06/2019 - 06/2021 (2 years, 1 month)

First Class

### BACHELOR OF BUSINESS MANAGEMENT

**Manglore University, India** 06/2015 - 03/2018 (2 years, 10 months)

First Class

### POST GRADUATION DIPLOMA IN INTERNATIONAL BUSINESS OPERATION

**Indira Gandhi National Open University, India** 02/2020 - 02/2021 (1 year, 1 month)

First Class

### HIGHER SECONDARY

**Board of Public Examination Kerala, India** 06/2013 - 03/2015 (1 year, 10 months)

First Class



## FOREIGN LANGUAGES

English (A2)  
★★★★★

Hindi (A2)  
★★★★★

Kannada (A1)  
★★★★★

Malayalam (A1)  
★★★★★



## ABOUT ME

Seeking to obtain the role of a Junior Accountant in a company that provides account management and finance related services. Proficient in using various accounting softwares and possess good financial planning and problem-solving abilities.



## CONTACT ME



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## TOP SKILLS



Financial Management



Administration Support



Accounts Payable/Accounts Receivable



Life skills Development



Accounting Operations Professional



Administrative writing and Reporting



Visa Status- Visit Visa