

# Curriculum Vitae

**SWATHI P**

**Mobile: +971-589172646, 0971556476308**

**E-mail: swathiraj9539@gmail.com**



## OBJECTIVE

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes to the organization.

## EXPERIENCE

- ❖ **Ocean Mineral Water LLC**  
*Accountant ( 6 Months )*
  
- ❖ **EVM CERAMIC**  
**Calicut, Kerala, India**  
*Accountant ( 2 Years )*

## Specialization Area

Master of commerce

## Job Profile

- ✓ Preparation of balance sheets company assets and liabilities.
- ✓ Preparation of Final Accounts- Computerization of Accounts of almost all types of business organization using accounting software
- ✓ Preparation of various Accounting Reports like Ratio Analysis, Income & Expenditure Statements, Bank Reconciliation Statement etc.
- ✓ Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Return Book – Sales Return Book – And other Subsidiary Books
- ✓ Preparation of Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register
- ✓ Preparation of Bank Reconciliation Statement

## EDUCATIONAL ATTAINMENT

- **M. Com**  
*Calicut University (2015-2017)*
- **B. Com**  
*Calicut University (2012-2015)*
- **HSE**  
*Board of higher Secondary Education (2010-2012)*
- **SSLC**  
*Gov. of Kerala (2010)*

## TECHNICAL QUALIFICATION & SOFTWARE SKILLS

- Computerized Accounting & Tally
- MS OFFICE

## PERSONAL PROFILE

Gender	:	Female
Nationality	:	Indian
Date of Birth	:	20 <sup>th</sup> May 1995
Marital Status	:	Married
Passport No	:	P9893208
Language Known	:	English. Malayalam, Tamil
Visa Status	:	Visit Visa (expiry date 17/11/2020)

## DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief

**SWATHI P**