

☐:
aiswaryapraveen249@gmail.com
☐ 8304049560, 8089358669

AISWARYA PRAVEENKUMAR



☐: aiswaryapraveen249@gmail.com

To learn by ensuring growth in personal career and contributing best for the organization.

PERSONAL QUALITIES

- ☐ Flexible in work
- ☐ Motivational and leadership skills
- ☐ Effective communication skill
- ☐ Team work and Presentation skills
- ☐ Listening Skill
- ☐ Optimistic with positive attitude towards my career and life

PROFESSIONAL SKILLS

- ☐ Well known in Microsoft office tools
- ☐ ACCOUNTING APPLICATION TALLY

SAP

Modules/T Codes like-
FB03,ME23N,FBL1N,FBL3N,
YFR141G,YGSTR2,YMCN etc

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LANGUAGES

Malayalam

English

Hindi

Tamil

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EDUCATIONAL CREDENTIALS

COURSE	UNIVERSITY/SCHOOL	YEAR OF COMPLETION	PERCENTAGE
MCOM	CALICUT UNIVESITY	2018	72
BCOM	CALICUT UNIVESITY	2016	83
XII	KERALA BOARD	2013	84
X	KERALA BOARD	2011	94

EXPERIENCE

Company:- DN FAB STRUCTURAL CONSTRUCTIONS
(March 17th 2020 – At present)

ACCOUNTS OFFICER

Responsibilities:

- ☐ Organize and maintain financial records.
- ☐ Document financial transactions by entering account information.
- ☐ Handling accounts payable and receivable.
- ☐ Invoice preparation.
- ☐ Communicate with clients about payment and other related information.
- ☐ Voucher creation and other documentation works.
- ☐ Support scheduling and conducting performance appraisal meeting.
- ☐ Bank transactions & reconciliation.
- ☐ Prepare employee salary statements and process paycheque.

Company:- CHENNAI PETROLEUM CORPORATION LIMITED
(November 2018 – November 2019)

ACCOUNTANT

Responsibilities:

- ☐ GST reconciliation
- ☐ Assisting monthly GSTR Return
- ☐ Reconciliation of GSTR 3B with 2A
- ☐ Assisted in Voucher creation and other documentation work.
- ☐ Routine approval of HSN

PERSONAL DOSSIER

Father Name: Praveenkumar PT

Nationality: Indian

DOB: 24-03-1995

**Address: Balakrishna
Pallithody House
PO Westhill
Calicut 673005
Kerala.**

☐ Assisted in preparation of monthly MIS.

Company:- AETH ANALYTICA PRIVATE LIMITED

(August 1st 2018 – November 17th 2018)

CONTENT WRITER

Responsibilities:

- ☐ Prepared Contents for the Project ‘EDUTICA’
- ☐ Support HR in Scheduling and conducting performance appraisal meetings
- ☐ Participate in discussions & Group activities.

CURRICULAR ACTIVITIES

- ☐ National Service Scheme Volunteer.
- ☐ JRC Cadet.
- ☐ Participated Two-day Workshop on “Derivatives and Risk Management” organized by Department of Commerce, held at CKG Memorial Government College Perambra, Kozhikode, on 8th & 9th February 2018.
- ☐ Participated in XCOGITAIE – Best Management Team held as part of XPLORE.COM conducted by, St Joseph’s College Devagiri (Autonomous), Kozhikode, on 10th January 2015.
- ☐ Paper Presentation on “Crypto Currency” as a part of academics.
- ☐ Member in the organizing committee for college annual day.
- ☐ Played a role as organizer in food committee during food fest

DECLARATION

I do hereby declare that the above given information is true and correct to the best of my knowledge and belief

Place: Kozhikode (Kerala)

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