

## ASWATHY R



### Contact

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📍 Pulikkanalloor veedu, Vendar p o, Kottarakara, kollam. Pincode: 691507

### Personal Details

Date of Birth : 03/06/1985

Marital Status : Married

Nationality : Indian

Passport : U5125864  
number

Place of issue : Trivandrum

Date of issue : 18/09/2020

Date of expiry : 17/09/2030

Visa status: visit : Expiry  
visa date: 10/05/2022

### Skills

Fast decision making 80%

Analytical thinker and problem solver 80%

Good in disturbance handling 80%

Better computer knowledge 80%

Leadership quality and efficiency in working as a team. 80%

### OBJECTIVE

Being a dedicated management professional, I love to enhance my professional skills, capabilities and knowledge for the growth and welfare of the organisation which recognises the value of hard work and trusts me with responsibilities.

### EXPERIENCE

#### Kautilya financial services

2018 -

Accounts assistant

2020

Responsibilities include accounts handling using talley ERP 9.0 accounting software and MS office, assisting senior account staff members with document preparation and other office support activities.

#### Seoznix technologies Pvt Ltd

2016 -

HR manager

2018

I was responsible for recruitment and selection, training and development, compensation and benefits and administration, addressing employee complaints and concerns, keeping track of payroll

#### IOCL Retail outlet

2011 -

Operation manager cum accountant

2014

my duties involved carrying out day to day accounts and operations, maintaining books of records, procuring materials and resources on time, managing stock control and inventory check, ensure quality of customer service, examine financial data and use them to improve profitability.

#### Siva enterprises

2008 -

HR administrator cum accountant

2011

maintaining bank statements, cash handling, invoice management and maintaining purchase and sales account, managing payment and benefits of organisational staffs, disturbance handling, ensuring and creating safety at work places, managing employee relationship, negotiating insurance package with vendors.

#### Bajaj auto finance Limited

May

Assistant manager - credit

2007 -

Analysis of application to check the feasibility to issue loans on automobiles, consumer durables, etc., maintaining TAT, timely reporting to top management. one of the biggest achievement is that I was appointed as the first female on role employee of BAFL in Kerala

September  
2008

### EDUCATION

Empathetic, but well disciplined, 80% punctual, trust worthy and proactive.

### Languages

English, Malayalam, Hindi, Thulu

### Interests

Interested in vocabulary development

Writing and reading Malayalam poems

Singing, listening, learning and teaching music

Interested to be part of social activities

### State cooperative union

Higher diploma in cooperation and business management (HDC&BM)

First class with distinction

### State information technology centre

Diploma in financial accounting

A grade

### Kalinga University

MBA HRM

First class

### Kerala University

BBA

First class

2019-

2020

2017-

2018

2014-

2016

2005

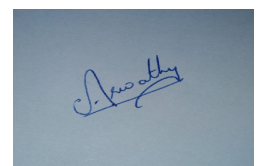
### PROJECTS

#### Profitability analysis of milk and milk products

A study made to understand the working of milk marketing cooperative societies in Kerala as a part of completion of graduation.

#### Concern for community

A project under taken to understand the products offered by cooperative societies for the welfare of members, there by enhancing my knowledge on the working principles of cooperative societies, as a part of completion of HDC&BM course.



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