



SWATHI A C

Accountant

CONTACT

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Abu Dhabi, UAE

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PROFILE SUMMARY

Dedicated accountant with experience in management and process improvement.

Proven ability to manage time and resources efficiently while ensuring deadlines are provide accurate, timely financial information that supports decision-making.

LANGUAGES

English: Fluent

Hindi: Conversational

Malayalam: Native

SKILLS

- Financial Management
- Accounting Operation Professional
- Accounts Payable/ Accounts Receivable
- Administrative writing and reporting
- Accounting procedures consultant

Visa Status

✓ Visit Visa

PROFESSIONAL EXPERIENCE

Netway Systems

Accountant

01-02-2021 to
07-07-2023

- 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

EDUCATION

Post Graduation Diploma in International Business Operation

Indira Gandhi National Open University, india
First Class
2021

Master of Commerce

Indira Gandhi National Open University, india
First Class
2021

Bachelor of Business Management

Mangalore University
First Class
2018

Higher secondary (Commerce)

Higher Secondary Examination Kerala India
First Class
2015