



Aiswarya PS

Jr. Accountant

Experienced Accounting professional successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs. Proven track record of performing work ethically while maintaining integrity of all financial data. Processed payroll, budgets, reports, audits, journals, expenditures, and payments. Diligently maintains latest training on tax regulations and legal issues impacting financial operations.



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Dubai, UAE



17, March 1993



Passport No.: B 6419837| Date of Expiry: 16-11-2033



AREAS OF EXPERTISE

GAAP proficiency

financial statement review

Expense tracking

Account updates

Database administration

Recordkeeping

Biweekly payroll

General ledger accounting

Tax law understanding

Risk mitigation strategies.

Financial Management

Forecasting

Annual reports

SAP basic knowledge

Accounting principles

Budget Analysis



WORK EXPERIENCE

Senior Accountant

Wetzlar Resorts & Hotels Pvt Ltd (4 Star Resort)

11/2021 - 11/2022,

Muvattupuzha, Kerala

Achievements/Tasks

- Prepared monthly reconciliation of bank accounts and took corrective actions on deviations. Managed investments to diversify financial portfolios and grow revenue. Expertise in GST Return Filing.
- Monitored budget and revenue trends, compiling reports for company leadership to inform decision-making. Analyzed financial statements against forecasts to prepare high-level variance analysis.
- Drove profit increases through market research and strategic asset management to meet dynamic industry conditions. Reviewed documentation and identified financial discrepancies where applicable.
- Prepared and managed large capital expenditure budgets to effectively handle infrastructure investment and long-term operations.
- Supported operations management, sales, and marketing efforts to increase revenue and overall financial health. Evaluated project applications and verified with outline specifications to approve, reject, and recommend adjustments.
- Maintained the responsive organization with sustained revenue growth through industry forecast monitoring and deliberate financial planning.

Accountant

Hotel Club 7 (Sky Group) 3 Star Hotel

03/2019 - 11/2021,

Thiruvalla, Kerala

Achievements/Tasks

- Set up and improved accounting systems and processes to meet business needs and maximize operational success. Developed and implemented effective accounting systems. Expertise in preparing GST Return Filing for Accounts Manager.
- Recommended strategies to expedite filing projects and annual reporting. Completed biweekly payroll and maintained employee records.
- Partnered with auditors to track errors and add contributions to maintain accuracy. Evaluated and improved financial records to make important business decisions.
- Updated general ledger with latest entries. Analyzed financial audit information and made recommendations to improve efficiencies.



WORK EXPERIENCE

Junior Accountant

Hotel Gokul Ootupura Jos Junction MG Road

02/2018 - 01/2019,

Ernakulam, Kerala

Achievements/Tasks

- Managed complex finance projects under the direction of senior management to meet deadlines and budget limitations. Reviewed financial documents to verify accounting data and mathematical accuracy. Assisted in GST Return Filing.
- Compiled general ledger entries on a short schedule with 100% accuracy. Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Leveraged finance knowledge to strengthen controls and improve transparency. Reviewed business operations and obligations to help the organization function at an acceptable level.
- Generated and submitted invoices based upon established accounts receivable schedules and terms. Checked employee expense reports and submitted for signatures.



GROWTH PATH

Thampy and Associates (Sales Tax Practitioner) YMCA,
T.K.Road, Thiruvalla (10/2015 - 12/2017)

Accountant: Expertise in VAT Return Filing



EDUCATION

M. Com

Kerala University

2017,

Marks

■ 73%

HSE (Central Bord of Secondary education)

Institution/Place of Education

2011,

Marks

■ 61%

SSE

Central Bord of Secondary education

2010,

Marks

■ 54%



TECHNICAL SKILLS

Tools - Tally (New Version), Excel, Word, Outlook, Hot soft Software, Syscon Software, Zed Accounting Software & also I am confident to do any software.



SOFT SKILLS

Communication

Adaptability

Leadership

Time management

Creative thinking

Interpersonal skills



LANGUAGES

English

Full Professional
Prolificacy

Malayalam

Full Professional
Prolificacy

Tamil

Full Professional
Prolificacy

Hindi

Full Professional
Prolificacy