

# ASWIN SYAM

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## EDUCATION

- **DIPLOMA IN INDIAN AND FOREIGN ACCOUNTS (IAB Certificate) - 2022 May – 2022 Dec**  
G-Tec Computers, Irinjalakuda
- **B.COM WITH BANKING & INSURANCE -2022**  
Calicut University
- **HIGHER SECONDARY - 2019**  
Kerala HSE Board of Examinations
- **SSLC 2017**  
Kerala Board of Public Examinations

## DIGITAL SKILLS

- Tally Essential Comprehensive
- Tally Prime
- MS – Excel
- MS – Word
- MS – PowerPoint
- ASAP

## PASSPORT DETAILS

- Passport No.: U2392021
- Expiry date: 28/06/2031

## LANGUAGE

- English
- Malayalam

## PROFESSIONAL SUMMARY

Detail-oriented Admin & Accounts with extensive experience in managing financial transactions, preparing accurate financial statements, and ensuring compliance with tax regulations, customer support. Proficient in handling accounts receivable and payable, processing payroll, and maintaining meticulous records, efficiently managed ticketing and customer support systems, ensuring prompt response to customer inquiries and resolving issues with high accuracy, streamlined support operation.

## WORK EXPERIENCE

### ADMIN & ACCOUNTS (JUNE 2022 - SEPTEMBER 2024)

#### STARZONE TRAVELS, IRINJALAKUDA

- Coordinated travel bookings, including flights, hotels and tours, ensuring accuracy and timely arrangements for clients.
- Oversaw purchase and sale transactions, ensuring proper documentation and accounting.
- Managed client inquiries, provided detailed information on travel packages and assisted with trip planning to enhance customer satisfaction.
- Managed salary disbursements, ensuring accurate and timely payments to employees.
- Maintained cash books and petty cash recording daily financial transactions and balancing accounts.
- Processed GST returns and ensured compliance with tax regulations.
- Managed accounts receivable and accounts payable, overseeing invoicing, collections, and payments.
- Prepared financial statements, including balance sheets, income statements, and cash flow reports.
- Conducted month-end reporting, including reconciliation and analysis of financial data.

## SKILLS

- Financial Reporting
- Cash Management
- Accounts Receivable/Payable
- Payroll Processing
- Ticketing & Customer support
- Attention to Detail
- Financial Analysis
- Communication Skills