



VAISHNAVI P

FINANCIAL ANALYST | UAE ACCOUNTING | CMA Aspirant

GET IN CONTACT

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PROFILE SUMMARY

Passionate about numbers and solving complex financial challenges. With a strong foundation in accounting principles, taxation, and financial reporting.

EDUCATIONAL QUALIFICATIONS

- **BCOM– Bachelor of Commerce**, from KVG Sullia, Karnataka, India (**Mangalore University**,) in the year, 2022.
- **Practical Accounting-** from **Entri Elevate** Calicut, Kerala in the year 2023- (6 months course)
- **Logistics and supply chain management-** from **Avodha Educational Department**. (6 months course)

TECHNICAL & PROFESSIONAL SKILLS

- Computerized Accounting
- (Tally ERP)-Good in Creation of master's and Accounting, inventory masters, and TDS&TCS
- Indirect Taxation- CGST, SGST, TAXABILITY, REVERSE CHARGE □ Supply chain Management.
- Good knowledge of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

PROFESSIONAL EXPERIENCE

- **October 2022 to 2023 April:** Worked as a **Sales Administrator** at **Westside-A Tata Enterprise**. Calicut, Kerala India
- **May 2023 to December 2023:** Worked as an **Admin assistant** at **Westberg international**. Calicut, Kerala India

RESPONSIBILITIES

As a Sales Administrator at Westside-A Tata Enterprise

Responsible for.

- Manage, track, and reconcile inventory.
- Invoice clients once products are delivered.
- Monitor consignment inventory and sales.
- Monitor product packaging stock and order packaging.
- Order shipping supplies.
- Assist retail stores with client and product questions.
- Identify and give list of discontinued styles to boutique/ sales rep.
- Invoice consignment customers for product sold.
- Help logistic team to prepare order.
- Coordinate logistic team.
- Place purchase orders to suppliers.
- Receive orders from sales agent, create sales order and place order with suppliers.

As an Admin assistant at Westberg international.

Responsible for.

- Managing fees records of students.
- Preparing and submitting daily collection reports
- Sending daily attendance.
- Answering queries via e-mail /telephone calls and direct.
- Coordinating all administrative processes.
- Handle scheduling, record-keeping, and reporting.
- Communicate with parents, regulatory bodies, and the public.

KEY SKILLS

1. Able to work under pressure and diverse situations.
2. A friendly hard worker who likes to learn new skills.
3. Good Interpersonal skills - works well with others, motivates, and encourages.
4. Clear attention towards details and accuracy.
5. Highly enthusiastic to do work.