



SARANYA ASHWIN
ACCOUNTS EXECUTIVE

OBJECTIVE

Quick Learner, Hard Working,
Dedicated, Result Oriented
Accounting Professional
seeking suitable job posting in
reputed companies

CONTACT DETAILS:

MOB: +971 506944739

Email:
saranyaviyyath@gmail.com

DATE OF BIRTH

5-4-1989

VISA STATUS

SPOUSE VISA

MARITAL STATUS

Married

EXPERIENCE

STEPPING STONE ACCOUNTING CONSULTANCY [SSAC] KOZHIKODE, KERALA INFO@SSACKERALA.COM

Being an Accounting Firm, I have been assigned to the following responsibilities:

All Accounting works up to finalization of accounts of various clients [Trading, Manufacturing, Service Providers like Advertisement Companies, Hospitals, Educational Institutions, Construction Companies]. The software mainly used is Tally.ERP 9.0.

Preparation of Income Statement, Expense Statement, GST Information and various other reports using MS Excel

Entering transactions into the system

Bank Reconciliation and Accounts Reconciliation

Maintains Financial Documents by auditing documents

Prepare Reports by collecting, analyzing and summarizing account information

Contributes to team effort by accomplishing related results as needed

Assisting Preparation & Filing of GST RETURNS, ESI, EPF and TDS Returns

Secure financial information by completing database backups

EDUCATION

- **DIPLOMA IN INDIAN & FOREIGN ACCOUNTING.**
IPA THRISSUR, KERALA, INDIA.
- **MASTER OF BUSINESS ADMINISTRATION.**
CHRIST COLLEGE, IRINJALAKUDA, KERALA, INDIA.
- **BACHELOR OF COMMECE.**
NIRMALA COLLEGE OF INFORMATION TECHNOLOGY

SKILLS

Proficient in Tally.ERP 9.0, MS Excel, Sage 50, QuickBooks, SAP Business One, SAP FICO

Ledger & Journal Entries

Statutory Accounts preparation

banking operational knowledge

Reporting & Documentation

File Maintenance

Payment Reconciliation

Accounts Receivable

CERTIFICATES

Post Graduate Diploma in Indian & Foreign Accounting from Institute of Professional Accountants [IPA], Kerala, India

Tally Ace Certificate

Intuit QuickBooks Certificate

Microsoft Office Specialist [MS Excel] Certificate

Practical GST Certificate

Practical Gulf VAT Certificate

Project Certificate in Sage 50 Accounting, QuickBooks Accounting & SAP Business One

Internship Certificate subject to relieving from SSAC

REFERENCES

STEPPING STONE ACCOUNTING CONSULTANCY

info@ssackerala.com

DECLARATION

I hereby declare that the above information stated are true to the best of my belief and knowledge.

SARANYA ASHWIN