

Swathy S Nair



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📍 Dubai

🇮🇳 Indian

SKILLS

- Financial statements
- Accounts preparation
- Financial Management
- Annual reports
- Cash Flow analysis
- Bookkeeping
- Documentation skills
- Tally prime
- MS Office Excel, word, powerpoint
- Problem Solving
- Multitasking
- Communication and leadership
- Data handling and reporting
- Time Management

PROFESSIONAL SUMMARY

Resourceful Semi-qualified Chartered Accountant with 7 years of experience in audit preparation and reporting. History of completing efficient audits with an organized and methodical approach. Excellent communicator and planner with a disciplined and hardworking mindset.

WORK EXPERIENCE

Senior Audit Assistant

Ayyar and Cherian Chartered Accountants

06-2017 – 03-2022 | Kerala, India

- Independently handled audit functions of various types of organizations like manufacturing industries, trading houses, hotel industry etc.
- Indirect tax audit of companies, partnership firms and proprietorship concerns.
- Direct tax audit of companies, firms, trusts, LLPs and proprietorship concerns.
- Personal return filing of high networth individuals.
- Preparation of Reconciliation statements of Banks, Debtors and Creditors.
- Prepared Trading, Profit and loss account and Balance Sheets of different concerns like Manufacturing, Trading, Proprietorships, Partnership Firms and Trusts.
- Financial projections and preparation of provisional balance sheet.
- Good and Service Tax working knowledge
- Statutory filing of companies.
- TDS calculations and return filing.
- Sales tax calculation and VAT filing

Article Assistant

Ayyar and Cherian Chartered Accountants

02-2014 – 02-2017 | Kerala, India

- Prepared reports and projections based on financial data.
- Entered transactions in to internal databases.
- Maintained and improved company Bookkeeping processes.
- Coordinated completion of client requests following directions from partners and managers.
- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Participated in monthly, quarterly and annual audits.

LANGUAGES

English ● ● ● ● ●

Hindi ● ● ● ● ●

Malayalam ● ● ● ● ●

PERSONAL INFORMATIONS

DOB : 29-10-1994

Gender : Female

Marital Status : Married

Passport Number : W5370939

Passport Expiry : 26-09-2032

EDUCATION

Bachelor of commerce

M G University

03-2016 | Kerala, India

CA Intermediate

Institute of Chartered Accountants of India

01-2014 | India

CERTIFICATES

- Advanced Integrated Course on Information Technology and Soft Skills (AICITSS)- 08/2020
- Virtual Management and Communication skills (MCS) course- 07/2020
- General Management and Communication skills Course- 12/2014
- Orientation programme- 07/2013
- Information Technology Training course- 06/2013