

CURRICULAM VITAE



AYANA A M

Personal Data:

Date of Birth : 04.04.1993
Sex : Female
Nationality : Indian
Marital Status : Married
Mother Tongue : Malayalam
Languages Known: English,
Hindi, Malayalam

Address For Communication:

Achancherry House
Parayakadu, Paruvathuruth
North Paravur P O
Ernakulam,
Pin – 683513
Kerala– India

E-mail:
ayana.a.m@gmail.com

Contact No: +91 9746550083
(Mob)

CAREER ASPIRATION

To build a career in Finance and Accounting field where I can prove my abilities, constantly learn, improve and be an integral part of the organization in a responsible position.

PROFESSIONAL STRENGTHS

- Good knowledge of Accounting
- Good communication skills
- Good analytical and problem solving skills
- Sincere and honest.
- Hardworking.
- Excellent customer service and interpersonal skills
- Team facilitator
- Ability to Deal People Diplomatically
- Coordinating Skills
- Ability to prioritize, multi-task, and assign work
- Quick Learner of the Concepts and Methods of a Company
- Managerial Skill
- Organizational Skill

EDUCATIONAL CREDENTIALS

- M.Com with 80% from M G University with distinction.
- B. Com with 83% from M G University with Distinction.
- H.S.C with 79% from Board of Higher Secondary Examination, Government of Kerala

ACADEMICAL PROFICIENCY

- MS Office 2007,2009
- Tally ERP 9
- H T M L
- D B M S
- Visual Basic
- C Language
- MS Outlook

WORK EXPERIENCE I

Organization : AVM Smart Kitchen

Designation : Accountant

Period : From 20th January 2020 – Present

Job Responsibilities

- Ensure that all the transactions are well documented
- Maintenance of Day book and Ledgers
- Maintain Cash and accurately record cash transactions
- Prepare Income Statement and Balance Sheet
- Preparation of Quotation and follow up
- Payroll preparation and accounting
- Preparation of Purchase and Sales register. Monitoring Payables and Receivables; produce monthly statement of accounts
- Reconciliation of banks, creditors and debtors
- Collecting & Maintaining documents for GST Filing
- Communication with clients and dealing with their queries

WORK EXPERIENCE II

Organization : Conduent Inc., Cochin, India.

Designation : Accounting Associate, Finance & Accounting.

Client : Integrated payment service worldwide (United States).

Period : From 14th December 2017 – 28th February 2019.

ERP/Domain : AS400

Reference :
Rajeev Kumar – **Accounts**
F & A Services
CONDUENT
VOIP +1 801 568 2105
M +91 9497193466

Job Responsibilities

- Handling AP (P2P) process for major corporates such as GE, Alcoa etc.
- Handling process related queries with client.
- Fully responsible for ensuring payment of invoices without delay.
- Matching of invoices (two way, three way and four way)
- Collecting and maintain the Work Memos from new clients and management.
- Quality initiative
- Provided process training to new joiners

TRAININGS AND WORKSHOPS ATTENDED

- Certificate in GST FILING
- Certificate in GCC-VAT Using Tally
- Attended ISEC18 EN: Information security Awareness 2018
- Attended HPT19E EN-UK: Preventing Harassment in the Global Workplace – Employee edition
- Attended 2 days national seminar on Sustainable Solution for E-waste Management.
- Attended 2 days national seminar on Emerging Trends in Indian Banking Sector.
- Attended national conference on Dynamic of Indian Banking Sector: Emerging Trends, Challenges and Opportunities

ACADEMIC PROJECTS

1. Project name : A Study of the Lending Policy.
Industry : Ernakulum District Co-operative Bank, Paravur.
Duration : 6 months
Study about : Lending Policy of Bank over 5 Years from 2007-2008 to 2011-2012
2. Project name : A Study on the Effectiveness of Sales Promotional Activities on Consumer Perception.
Industry : Reliance Fresh, Paravur.
Duration : 3 months
Study about : Effect of Sales Promotional Programs on Consumers.

EXTRA-CURRICULAR DETAILS

- Member of the winner's team of the Quiz competition on "Mahatma Gandhi" at College level.
- Participated in various cultural activities in college and won prizes.

DECLARATION

I declare that all the above furnished information and particulars are true to the best of my knowledge and belief.

Place: North Paravur
Date:

AYANA A M