

# SWATHI NATH M S

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To obtain an accounting/admin position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

## SUMMARY

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Dedicated and skilled accountant adept in providing optimal administrative assistance to accounting departments. Committed to serving as an efficient problem solver and enthusiastic team member. Finding a satisfying position where I can practice my skills within appreciated pattern, secure a rewarding & challenging position in the field of Accounting with a quality organization leading to increase responsibility and career advancement.

## EXPERIENCE

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Jan 2022 – Present

### HAMAD INTERNATIONAL AIRPORT – DOHA, QATAR

#### Ground Handling Staff

- To ensure that a high level of customer service is provided to all passengers and airlines.
- To ensure compliance with all DFT regulations for check-in and boarding procedures.
- To ensure compliance at all times with Airline, Company and Departmental policies and procedures.

Jan 2020 – Jan 2022

### KOVILAKAM ASSOCIATES – KOLLAM, KERALA

#### Accountant Assistant

- Assisted tax accountants in preparing tax returns and financial statements.
- Managed Shipments and sales order
- Prepared invoices, expenses reports and payment memos
- Compiled and analyzed company documentation for accuracy.
- Manage Accounting & bookkeeping procedures
- Perform billing and stock keeping activities
- Maintain Sale Purchase register and Bank reconciliation
- Maintain office voucher entries

## EDUCATION

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- Aug 2019- Jan 2020    **ASCENT ACCOUNTS SERVICE CENTER- KOCHI, KERALA**  
Diploma in SAP FICO & TALLY ERP9
- June 2016- Apr2019    **COLLEGE OF APPLIED SCIENCE (KERALA UNIVERSITY) - KUNDARA, KERALA**  
B. Com with Computer Application
- June 2014- Apr 2016    **AEPMHSS IRUMPAANGADU (KERALA BOARD) - KOLLAM, KERALA**  
Twelfth Grade
- June 2014- Apr 2016    **AEPMHSS IRUMPAANGADU (KERALA BOARD) - KOLLAM, KERALA**  
Tenth Grade

## CERTIFICATES

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- SUCCESSFULLY COMPLETED SAP- FICO TRAINING, COST CENTER ACCOUNTING, PROFIT CENTER ACCOUNTING, PRODUCT COSTING, PROFITABILITY ANALYSIS, PROJECT,SYSTEM, RESULTS ANALYSIS, UNSETTLEMENT COSTS, MONTH END CLOSE,OVERHEAD ASSESSMENT, AND SETTLEMENT.
- SUCCESSFULLY COMPLETED TALLY ERP9 TRAINING, MAINTAIN OF ALL TYPE ACCOUNTING VOUCHERS ENTRY,MAINTAIN BANK RECONCILIATION STATEMENT AND RECONCILIATION OF DEBTORS & CREDITORS.MAINTAIN BOOKS OF ACCOUNTS IN TALLY.MAINTAIN INTERNAL AUDIT: STORE AND ACCOUNTS BOOK,CALCULATION OF MONTHLY SALE TAX
- SUCCESSFULLY COMPLETED MS OFFICE SOFTWARE LIKE WORD, EXCEL, POWERPOINT FORCREATING SPREADSHEET.CREATING TABLES.CREATING PIVOT TABLES..DATA ANALYSIS.DATA VISUALIZATION.VALIDATING DATA.CREATING DOCUMENTS.
- SPECIALIZED TRAINING IN AMADEUS ALTEA AND IPORT DCS FOR FLIGHT OPERATIONS,

## SKILLS

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- Operating Microsoft Excel
- Statistics
- Good communication skill
- Able to work in a team
- Great problem solving skill
- Planning and organizing
- Deadline-driven
- Problem analysis and problem-solving skills
- Attention to detail and accuracy

## PERSONAL DOSSIER

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- Address : Al-Gharafa, Qatar
- Date of birth : 31 Mar 1999
- Language proficiency : English, Malayalam, Hindi, Tamil
- Nationality : Indian
- Blood group : O+ve
- Martial Status : Single
- Availability : Immediate
- Passport details : T8347592
- Visa Status : Transferable Visa with NOC

## DECLARATION

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I sincerely proclaim that all of the above-mentioned information is true to my belief and I am responsible for its accuracy.

Place : Doha, Qatar  
Date :

Swathi Nath M S  
Signature

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