



AISHA RIYA VADAKKOTH

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PERSONAL INFORMATION

- Date of Birth : 19/02/1998
- Nationality : Indian
- Marital Status : Married
- Visa Status : Spouse Visa

RELEVANT SKILLS

- MS Office
- Tally
- Quickbooks
- Peachtree
- Cash Analysis
- Administrative oversight
- Customer relations
- Administrative support
- Professional communication skill
- Multitasking ability
- Supporting company leadership

LANGUAGES

- English
- Malayalam (Native)

PROFESSIONAL SUMMARY

Dependable accounting Professional acknowledged for reliability, integrity and quick-learning ability. Skilled in accounting with eye for identifying and correcting errors. Dedicated with strong work ethic and resourceful nature.

WORK EXPERIENCE

Assistant Accountant

Deseeya Ayurvedic Pharmacy- Poonoor -Kerala

January 2022 to October 2022 (10 months)

- *Preparing and maintaining important financial reports.*
- *preparing Invoices for company clients and customers.*
- Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations
- *Preparing and presenting to senior accountants regular reports of financial activities.*

EDUCATION HISTORY

Master Of Arts (English)

Institution: Indira Gandhi National Open University- Delhi- India

Year of Graduation: 2022

**Bachelor of Arts B.A In English Language and Literature
with Journalism and Electronic Media**

Institution: Calicut University- Kerala- India

Year of Graduation: 2020

CERTIFICATIONS



Diploma in Indian and Foreign Accounting

Institution: G-Tec Computer Education -Calicut -Kerala2022



Tally ACE

Institution: G-Tec Computer Education 2022



International Association Of Bookkeepers



CERTIFICATE OF APPRECIATION

(District Administration Kozhikode)