



SWATHY JOSHY
ADMINISTRATOR/BUSINESS
DEVELOPMENT ANALYST

SUMMARY

Swathy Joshy has over (5) years of experience in accounting and auditing businesses. The experience covers wide range of industries including technical and financial services.

CONTACT

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Email: swathy@sparkcons.com

EXPERIENCE

ADMINISTRATOR/BUSINESS DEVELOPMENT ANALYST

Spark Consultancy & Technical Services

2023 – PRESENT

In charge of reviewing the accounts and auditing all relevant transactions. Assist in tax/vat advisory services.

ASSISTANT ACCOUNTANT

Empowers Accounts Auditing & Tax Consultancy

PRESENT

Provide the companies with accounting and internal audit services.

HR EXECUTIVE

Penver Products LTD Kerala -India

2018-2022

Managed employee records, attendance, leave, recruitment, onboarding, and payroll support.
Handled employee queries and maintained HR documentation.
Assisted management in HR administration and employee relations.

EDUCATION

Master of Business Administration (MBA) – MG University

Bachelor of Computer Application (BCA) – MG University

Higher Secondary

COMMUNICATION

Excellent communication skills among large and small enterprise businesses. Outstanding performance in communicating with customers and advising them in different industries.