**RESUME**

**RAJINA**

**RAJINA.292357@2freemail.com**

**OBJECTIVE**

**Seeking a challenging position in an environment that encourages being innovative, enterprising and to apply my skills and abilities in an organization that offers career & professional growth and to contribute effectively to the growth of the organization**.

**WORKING EXPERIENCE**

**SINCE JAN 2012 TO TILL DATE**

**Working as "OfficeAdministrator"cum Director in SANFORD EDUCATION CENTRE, Kannur, Kerala, India(My own firm)**

**INSTITUTION PROFILE**

**An education institution which provides tuition and computer education to all students. This firm also provides placement facilities to all studentswho completed their education from there, and also provides job to outsiders.**

**JOB RESPONSIBILITIES**

* **Preparing the list of students and class timings, making timetables and checking and updating fee payments.**
* **Maintaining records of expenditure and incomes, maintaining and monitoring disbursement of petty cash.**
* **Day to day entry of fee payments and fee pending. Informing parents about their students level**
* **Maintaining records of placements and applicants list and their registration details.**
* **Maintaining records of registration and commission details of applicants in placement section.**
* **Preparing financial records of Trial balance, Profit and Loss Account and Balance sheet**
* **checking and correcting all records of institution like cash book journal and ledger**
* **Making payment as salary to all staff who is working there.**

**FROM JULY 2003 TO 2009**

**Worked as "office administrator" cum"Accounting Teacher" with College of Commerce, Kannur, Kerala, India**

**INSTITUTION PROFILE**

 **A reputed Institution which give education in +1 to PG classes and Govt.authorized Computer courses and professional courses also.**

**JOB RESPONSIBILITIES**

* **Teaching in computer section to all students the courses of Tally, Peachtree, Quick books, MS Office and also accounting theory classes.**
* **Teaching accountsin plus one plus two and Degree classes.**
* **Checking attendance of students and keep regular communication with parents.**
* **Take admissions of students and checking fee details and payments.**

**FROM AUGUST 2002 TO MAY 2003**

**Worked as an "office clerk" in PRARTHANA CHIT FUNDS, Kuthuparamba, Kerala, India**

**COMPANY PROFILE**

**It is a company which is working as a private finance firm which collecting cash from customers and providing chits and loans to them**

**JOB RESPONSIBILITIES**

* **Maintaining records of customers and preparing ledger accounts.**
* **Preparing final records of company**
* **Checking the regular dealings with customers and correct payments and pending balances due from customers.**
* **Checking Loans details given by firm to customers and ensure up to date receipt.**

**FROM JULY 2001 TO JUNE 2002**

**Worked as a CASHIER CUM ACCOUNTANT in DHANALAKSHMI HOSPITAL,Kannur,Kerala, India**

**COMPANY PROFILE**

**A Private Multispecialty Hospital with all facilities to patients.**

**JOB RESPONSIBILITIES**

* **Handle all cash dealings in Pharmacy section and reception**
* **Checking all purchases of medicine and medicinal equipments and recorded in the computer**
* **Preparing receipts of cash and registering patients records in the computer**
* **Checking ledger records and entering all medicine bills and checking outstanding payments of hospital.**

**EDUCATIONAL QUALIFICATIONS**

* **Academic : Bachelor of Commerce(BCom),1994-1998, from Calicut University,Kerala, India.(Now doing M Com)**
* **Computer : 1 Tally, Peach tree, Quick Books**

**Proficiency 2 MS Office (Word, Excel, PowerPoint)**

* **Typewriting : English Higher and Malayalam Lower**

**DECLARATION**

**I hereby declare that all the information furnished above are true to the best of my knowledge.**