**Jaseera**

Dubai, United Arab Emirates

[Jaseera.308667@2freemail.com](mailto:Jaseera.308667@2freemail.com)

Seeking a position as an Accounting Assistant where extensive experience will be further developed and utilized.

Career Summary

* **Detail-oriented, efficient and organized professional with experience in accounting systems**
* **Possess strong analytical and problem solving skills, with the ability to make well thought out decisions**
* **Highly trustworthy, discreet and ethical.**
* **Strong leadership quality with excellent teaching skills**
* **Resourceful in the completion of projects, effective at multi-tasking**
* **Self-driven, highly motivated and possess the ability to work under pressure**

**Career History**

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| **+4 years with internal career growth : 2011 – To Date**  **Position : Tally + Accounting Trainer**  **Cyberia Institute of Science & Technology.** |
| Kerala University affiliated teaching institute offering courses – Bachelors in Science, Commerce, and Computer application. 500+ students with almost 30 staff .  Established date : 2003,    **Reporting lines :** Principal  **No. of Employees :** 40  **Location** : Kollam, Kerala- India  **Specialization :** Trainer / Accountant |
| **Position : Tally Tutor – Part time (Saturday/Sunday and Public Holidays) 2011 – To date**    **Additional Skill Acquisition Program (ASAP)** A KERALA government initiate offering courses to enhance skills in students passing out from different courses to enable them for better employability . |
| **Position : Accountant 2009 – 2010**    **St. Johns Residential School**  Kundara- Kollam, Kerala.  A very reputed educational institution in Kollam, Kerala offering ICSE, ISC and CBSE curriculum to more than 4500 students. More than 25 non-teaching staff .  **Reporting lines :** Finance Director  **No. of Employees :** 25 (non-teaching staff)  **Location** : Kollam, Kerala- India  **Specialization :** Accountant |

**Work Experience**

* Managed accounts payable, accounts receivable, and payroll departments.
* Managed Monthly fee Accounts of all the students
* Managed vendor accounts, generating weekly on demand cheques.
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
* Prepared company accounts and tax returns for audit.
* Daily Vouchers and ledger management – both manual and digitized.
* Coordinated monthly payroll functions for employees.
* Reported on variances in quarterly costing reports.
* Prepared annual company accounts and reports.
* Administered online banking functions..
* Monitored and recorded company expenses.
* Performed general office duties and administrative tasks.
* **Experienced Trainer in accounting packages (Tally/Peachtree)**
* **Supervised and taught several classes including degree students**
* Managed the internal and external mail functions.
* Provided telephone support.
* Scheduled client appointments and maintained up-to-date confidential client files.

**Technical Skills**

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|  | |  |  |  | | --- | --- | --- | | **Software/Tools** | **Description** | **Proficiency** | |  |  |  | | * **MS Office** | Expert at MS Excel | Very Good |  * **Accounting Software Tally(ERP 9), Peachtree Very Good**  |  |  |  | | --- | --- | --- | | * **Technical Editing** | Writing Policies and Procedures | Very-Good | |

**Education**

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|  | **Bachelor of Commerce – (Co-operation)**  *TKM College of Arts & Science*  *Kollam- Kerala* | **2004– 2007** |

**Personal Details**

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|  | **Date Of Birth** | ***25****.****05****.****1987*** |
|  | **Nationality**  **Passport Expiry** | ***Indian***  **18.03.2017** |
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