**Jaseera**

Dubai, United Arab Emirates

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** |
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| * **MS Office**
 | Expert at MS Excel |  Very Good |

* **Accounting Software Tally(ERP 9), Peachtree Very Good**

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| * **Technical Editing**
 | Writing Policies and Procedures |  Very-Good |

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**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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