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|  Description: photo **Languages known:**EnglishHindiKannada Tulu |  Jayaprada Jayaprada.316041@2freemail.com *OBJECTIVE:*To obtain responsible and challenging position where I can demonstrate my technical and business skills. Also contribute to enhance individual and organizational performance.Academic Profile:**Graduation** : Bachelor of commerce ( B.Com):Institution : Mangalore University, Karnataka Year of Passing : 2006Computer SkillsPGDCA Course: ( Ms word, Ms Excel, Power point, Photoshop, Coral Draw, Tally 9.0, C programme, C ++, Visual Basic, Internet)Work Experience :1. **Tarfana Services LLC . Sharjah , UAE**

Position Held : H R Asst Accountant Experience : 18-Feb -2014 to 05 - June-2015**Assignments :*** Handling leave records and employees Daily attendance system with the HR manager.
* Answering a multi line telephone system.
* Updating various Excel spreadsheets for employee benefits and various companies related spreadsheet.
* Process new employees through the company orientation program which includes company rules, regulation, culture, etc.
* Helping employees with insurance claims.
* Producing a monthly company newsletter.
* Coordinate post joining formalities related to employment visa and relocation to ensure new joiners come on board in a smooth and timely manner and Maintaining all documents, employees file.
* Communicate to employees the company's policies and procedures,and other benefits .

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| 1. Gulf Hydralic LLC – Sharjah UAE.

Position Held : Asst Accountant Experience : 27-June -2013 – 12-Feb -2014**Assignments :*** Prepare daily incomes/ sales and journal enry.
* Handling Bills Receivables and Payables.
* Verify inventory, Recipt and Payments.
* Analyse Revenues, Commissions and expenses to ensur they are

 recorded appropriately on a monthly basis* Purchase Entry & Sales entry.
* Prepare daily deposits of sales revenue.
* Reconcile bank account.
* Processing of Petty Cash Claims
* Marinating Bank Account.
* Maintaining Customer Payments Details. Preparing Customer order

 3) Organization : **Distributers:** * **Kamath Sales Coporation, &Savitha Enterprises**

 **(Company: Associated Electrical Agency ( Nippo Batteries), Mangalore India*** **Sathish Traders,( Bajaj Electrical LTD ( Bajaj Lighting Appliances) IGO Marketing ,Mysore Lamps &Lights and Aspa Tubes) Mangalore India**
* **Sunil Traders , (Kodak India Ltd: Kodak Paper and Chemicals Film Rolls) . Mangalore India.**

**Position held:** Accountant **Total years of Experiencee:** 5 years**Period:** June 2006 to September 2011**Assignments :** * Ensure financial records are maintained in compliance with accepted policies and procedures.
* Prepare daily deposits of sales revenue
* Purchase entry & sales entry
* Reconcile bank account,Prepare Profit & loss accounts
* Preparation of Documents for the Auditor.
* Preparation of loanAmounts.Verifying Customer Documents.
* Maintaing Customer Payments Details.
* Maintaing stock Report.
* Preparing Customer order.
* Performed other duties and Responsibilities as assigned.
* Maintain and update filling inventory,mailing and data base system,either manually or using computer.

Prepare all reports and Presentation |
| Additional Information :Dear Sir/Madam,I highlight the following for your valuable attention.Declaration :Hereby, I declare that all the information herein stated above are true to the best of my knowledge and belief. |