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| Description: photo    **Languages known:**  English  Hindi  Kannada  Tulu | Jayaprada  [Jayaprada.316041@2freemail.com](mailto: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 : 2006  Computer Skills  PGDCA 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 . |
| 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. | |