**Jolsana**

 **C U R R I C U L U M V I T A E**

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**Jolsana.335842@2freemail.com**

**Career ObJECTIVE**

**To be part of a distinguished organization where I can contribute my knowledge, training, skills and experience gained, in which acquired from my work and willing to learn more for career growth.**

**I have total of 1 year of experience in Accounting filed.**

**I hereby apply position as Assistant Accountant / Admin Assistant.**

**Qualifications:**

* **M.Com , Annamalai University, India**
* **B.Com , Kerala University, India**
* **Higher Secondary School, India**
* **IAB Foreign Accounting**
* **Tally (Accounting Software)**

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| **work experience****Capithan Exporting Company, Kollam, Kerala, India****Position: Assistant Accountant** **(June-2015 to Mar-2016)****Job Profile:*** Prepare Monthly Petty Cash report. And justifications send to Account Department
* Expertise in monthly job analysis
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in managing the Fund Management
* Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing
* Strong in interaction with Auditors for Finalization of Accounts
* Experienced in preparation of monthly Bank Reconciliation statement
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
* Well versed in preparation of department wise Monthly Collection Report.
* Expertise in reconciliation of receivable & payables with their respective statements

**Veronica Marine Export Pvt. Ltd** **Kollam, Kerala, India****Position: Assistant Accountant** **(Mar-2016 to Oct-2016)****Job Profile:*** Expertise in monthly job analysis
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in managing the Fund Management
* Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing
* Strong in interaction with Auditors for Finalization of Accounts
* Experienced in preparation of monthly Bank Reconciliation statement
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
* Well versed in preparation of department wise Monthly Collection Report.
* Expertise in reconciliation of receivable & payables with their respective statements
* Prepare monthly vehicle report.
* Everyday updated Petty Cash book
* Prepare Monthly Petty Cash report. And justifications send to Account Department

**Company Profile****Capithan Exporting Company, Kollam, Kerala, India*** State-of-the-art processing units.
* Own fleet of refrigerated and insulated vehicles.
* Fully equipped in-house laboratories.
* Experienced quality control personnel who strictly monitor and ensure quality standards.
* Skilled managerial talent who have added professionalism to the company’s operations.
* Time tested processes and techniques in purchase, production and marketing

**PERSONAL SKILLS*** Willingness to take responsibilities.
* Creative and logical with problem solving skill.
* Self-motivated, confident and willing to learn.
* Good at inter personal communication and collaboration.

**STRENGTHS AND COMPETENCIES*** Ability to work under pressure and work as team
* Pleasant mind to approach any situations
* Modest hard working and practical
* Quick learner
* Willingness to take responsibilities.
* Creative and logical with problem solving skill.
* Self-motivated, confident and willing to learn.
* Good at inter personal communication and collaboration.

**OTHER COURSES*** **IAB Foreign Accounting**
* **Tally (Accounting Software)**
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**PERSONAL DETAILS**

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| **Date of Birth** : 09, July 1993**Place of Birth** : India**Marital Status** : Married**Gender**  : Female | **Nationality** : Indian**Language** : English,Hindi,Malayalam  **Visa Status :** Husband Visa |

I hereby declared that the above information is true and correct to the best of my knowledge and belief.