**Jolsana**

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

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[**Jolsana.335842@2freemail.com**](mailto: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)** |

**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.