**Baneera**

**Baneera.347472@2freemail.com**

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In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

**Work Experience**

Previously works as an Accounts Assistant in Kottaram Rice Mills,Palakkad, Kerala. India.

Kottaram is a Rice exporting company in Kerala, India and Branch Office at Kozhikode, Kerala, India. Attained ample experience in the various Accounting activities from Vouching to Finalization of Accounts of Trading, Manufacturing and Service Organizations.

**One year experience as an Accounts Assistant in Kottaram Rice Mills, Palakkad (2016).**

* Practice in both manual and computerized accounting.
* Accounting activities up to finalization of accounts.
* Preparation of Credit Note, Debit Note, Stock, Post Dated Cheque (PDC) etc.
* Maintenance of various accounting registers for Purchases and Sales.
* Computerization of accounts using Tally 9.
* Preparation of Income & Expenditure Statements for different types of business.
* Preparation of bank reconciliation statements.
* Working experience in Trading and Manufacturing Company accounts.

**Educational Qualifications**

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| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Course** | **Name of Institution** | **Board/University** | **Percentage Of Marks** | **Year Of passing** |
| **1.** | **Master of Commerce** | **M.E.S College of Arts &Science, Chathamangalam.** | **University of Calicut, Kerala, India** | **60%** | **2015** |
| **2.** | **Bachelor of****Commerce** | **J.D.T Islam College, Calicut, Kerala** | **University of Calicut, Kerala, India** | **51%** | **2013** |
| **3.** | **Higher Secondary** | **Govt. Vocational Higher Secondary School, Cheruvannur, Calicut** | **Board of Higher Secondary, Kerala** | **75%** | **2010** |
| **4.** | **High School** | **Govt. Vocational Higher Secondary School, Cheruvannur, Calicut** | **Board of Public Examinations, Kerala** | **75%** | **2008** |

**Computer Knowledge**

* Certified Professional in Indian & Foreign Accounting ( CPIFA ) from IPA Kerala ( 2015 ).
* Specialized in MS Office- Microsoft Excel Global Certificate Holder ( 2015 ).
* Specialized in Tally ERP 9.0,Peachtree Accounting Software.
* Knowledge in Computer Fundamentals, Windows XP, Windows 7,Linux.

**Language Competency**

* English --- Speak,Write, Read.
* Malayalam ---Speak,Write, Read.
* Hindi ---Speak,Write, Read.
* Arabic ---Write, Read.

**Abilities and Area of Strength**

* Ability to work efficiently & effectively in a confidential work environment and torapidly acquire knowledge.
* Experience in office management with comprehensive problem solving abilities.

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**Declaration**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

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