**RESUME**

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**JISHA**

[**JISHA.348083@2freemail.com**](mailto:JISHA.348083@2freemail.com)

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| **Career Objectives:** |

To grab an opportunity and set myself a goal where I can be innovative and attain a challenging position by exercising interpersonal and professional skills to the fullest for the growth of the organization and mine as well.

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| **WORK EXPERIENCE:** |

DESIGNATION: **ACCOUNTANT**

DURATION : 01-05-2012 To 01-05-2013

COMPANY : M/S. BIO PHARMACEUTICALS

LOCATION : PATHANAMTHITTA-KERALA

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| **Responsibilities:** |

* Maintain of all type Accounting vouchers entry,
* Maintain Bank reconciliation Statement and Reconciliation of Debtors & Creditors,
* Maintain books of accounts in Tally,
* Maintain Internal Audit: Store And Accounts Book,
* Calculation of Monthly Sale Tax/Vat,TDS Deposit Tax Challan,

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| **Skill Sets** |

* Good communication skills,

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| **Academic Qualifications:** |

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| **COURSE** | **NAME OF INSTITUTION** | **UNIVERSITY/**  **BOARD** | **YEAR OF**  **PASSING** | **% of**  **Marks** |
| **M COM**  **COMMERCE** | Advance Academy  Pathanamthitta | MG University | 2012 | 50 % |
| **B COM**  **COMMERCE** | St. Johns College  Pathanamthitta | MG University | 2009 | 53 % |
| **PLUS TWO** | Govt.HSS  Pathanamthitta | HSE-Kerala | 2006 | 53 % |
| **S.S.L.C** | J M P H S  Malayalapuzha | Board of Public  Examination Kerala | 2004 | 68.8 % |

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| **Additional Certificate Qualification** |

* **Tally-9**
* **MS Office**

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| **Software Skill** |

* MS Office ( Excel, word, power point)
* Internet

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| **Personal details** |

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| Date of Birth : 28/12/1988  Sex : Female  Place of Birth : Pathanamthitta, Kerala  Relationship Status : Married  Religion : Hindu  Nationality : Indian  Languages Known : English, Malayalam |  |

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| **Declaration** |

I solemnly declare that all the above – furnished details are true to the best of my knowledge.