**RESUME**

|  |
| --- |
| C:\Documents and Settings\Admin\Desktop\1q.jpg |

**JISHA**

**JISHA.348083@2freemail.com**

|  |
| --- |
| **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.

|  |
| --- |
| **WORK EXPERIENCE:** |

DESIGNATION: **ACCOUNTANT**

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

COMPANY : M/S. BIO PHARMACEUTICALS

LOCATION : PATHANAMTHITTA-KERALA

|  |
| --- |
| **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,

|  |
| --- |
| **Skill Sets** |

* Good communication skills,

|  |
| --- |
| **Academic Qualifications:** |

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

|  |
| --- |
| **Additional Certificate Qualification**  |

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

|  |
| --- |
| **Software Skill** |

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

|  |
| --- |
| **Personal details** |

|  |  |
| --- | --- |
| Date of Birth : 28/12/1988Sex : FemalePlace of Birth : Pathanamthitta, KeralaRelationship Status : MarriedReligion : HinduNationality : IndianLanguages Known : English, Malayalam |  |

|  |
| --- |
| **Declaration** |

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