**RESUME**



**Jishna**

**Jishna.355930@2freemail.com**

**Career Objective:**

 To nurture my career by acquiring maximum knowledge, working in diversified areas and putting my best efforts towards the organization growth and prospects.

**Career Summary:**

B.Com with knowledge and understanding of various subjects like Accounts payable, Accounts Receivable/ HR department.

Proficient in assigning workflow to team members.

Ensuring workload is completed on time.

Expert in preparing pending reports of invoices ensure that all pending items are cleared within TAT.

 **Employer:**

1. **RUN SERVICE INFO CARE PVT LTD**

 **Worked as an Accountant from November 2014 to October 2016.**

* Handling cash transactions and dailydeposits of cash sales.
* Handling all the expense of the firm.
* Avoiding outstanding expenses and managing the petty cash
1. **SAMSUNG INDIA ELECTRONICS PVT LTD**

**Worked as an Officer Accounts from September 2007 to November2014.**

* Handling cash transactions and dailydeposits of cash sales.
* Handling all the expense of the firm.
* Avoiding outstanding expenses and managing the petty cash
* Preparing monthly reports.
* Maintaining the official files
* Prepare reports on accounts payable and accounts Receivable
* All Office & Administration Work including Joining and resigning formalities of

Employees.

* Preparing attendance, Valuation of company assets and liabilities

**Technical Experience**:

SAP

GSPN

MS Office

Tally

 **Academic:**

Passed out B-COM from Calicut University.

Certification in Manual and Computerized Accounting From the Institute of Professional Accounts (IPA) Kozhikode.

Diploma in Financial Management from Institute of Professional Accounts (IPA) Kozhikode.

 **Personality Traits:**

 Communication skills in written and verbal both.

Strong motivational and leadership skills.

Ability in working with team as well as individually.

Ability to produce quality result in pressure situation.

 **Personal Details:**

 Date of Birth : 16.12.1983

 Marital Status : Married

 Nationality : Indian

 Religion : Hindu

 Languages Known : English, Malayalam, and Hindi