

Curriculum Vitae

# Jeena

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**Objective :** To pursue a challenging career in a growing organization that

will allow me to utilize my skills effectively and efficiently.

**Professional Experiences:**

Position : ***Travel Agent***

Name of company : Travel Express Tours Kerala, India

Inclusive dates : 2014 to 2015

* Researching travel options & presenting the best deals in terms of requirements.
* Ensure all bookings & reservations are processed accurately.
* Responding to all phone enquiries promptly, courteously and in a friendly manner.
* Filing, photocopying and general administrative duties.
* Building strong relationships with clients.
* Advising on and organizing visas & passports.
* Ensuring travel brochures & promotional literature are displayed prominently.
* Handling high numbers of incoming calls from direct customers and travel trade.

Position : ***Assistant Accountant***

Name of company : **Sales Tax practitioner Kerala, India**

Inclusive dates : Jan 2013 to Nov 2013

* Responsible for tracking due dates and preparing sales and use tax and personal property tax returns and business license filings.
* Prepares analysis for tax exempt sales including maintaining exempt certificates.
* Performs tax account reconciliations.
* Assists Sales and Use Tax Supervisor in preparing for sales/use or property tax audits.

Position : ***Audit Assistant***

Name of company : **Chartered Accountant’s Firm Kerala, India**

Inclusive dates : July 2012 to Dec 2012

* Preparation of Trial Balance, Profit & Loss Account & Balance Sheet up to

Finalization.

* Preparation of Cost Statements, Financial Reports, Bank Reconciliation Statements etc.
* Liaison with Banks, External Auditors, Meeting with Clients etc.

**Educational Qualification**

* MBA from MG University (2014-2016)
* Diploma in Travel & Tourism (IATA) ( 2013)
* BBA from MG University India ( 2012)

**Computer Skill:**

* Tally, M.S Office Package
* Graphic Designing

**Languages and Written**

English and Malayalam – Written & Oral

**Personal Information**

Date of Birth : 26-12-1990

Nationality : Indian

Civil Status : Single