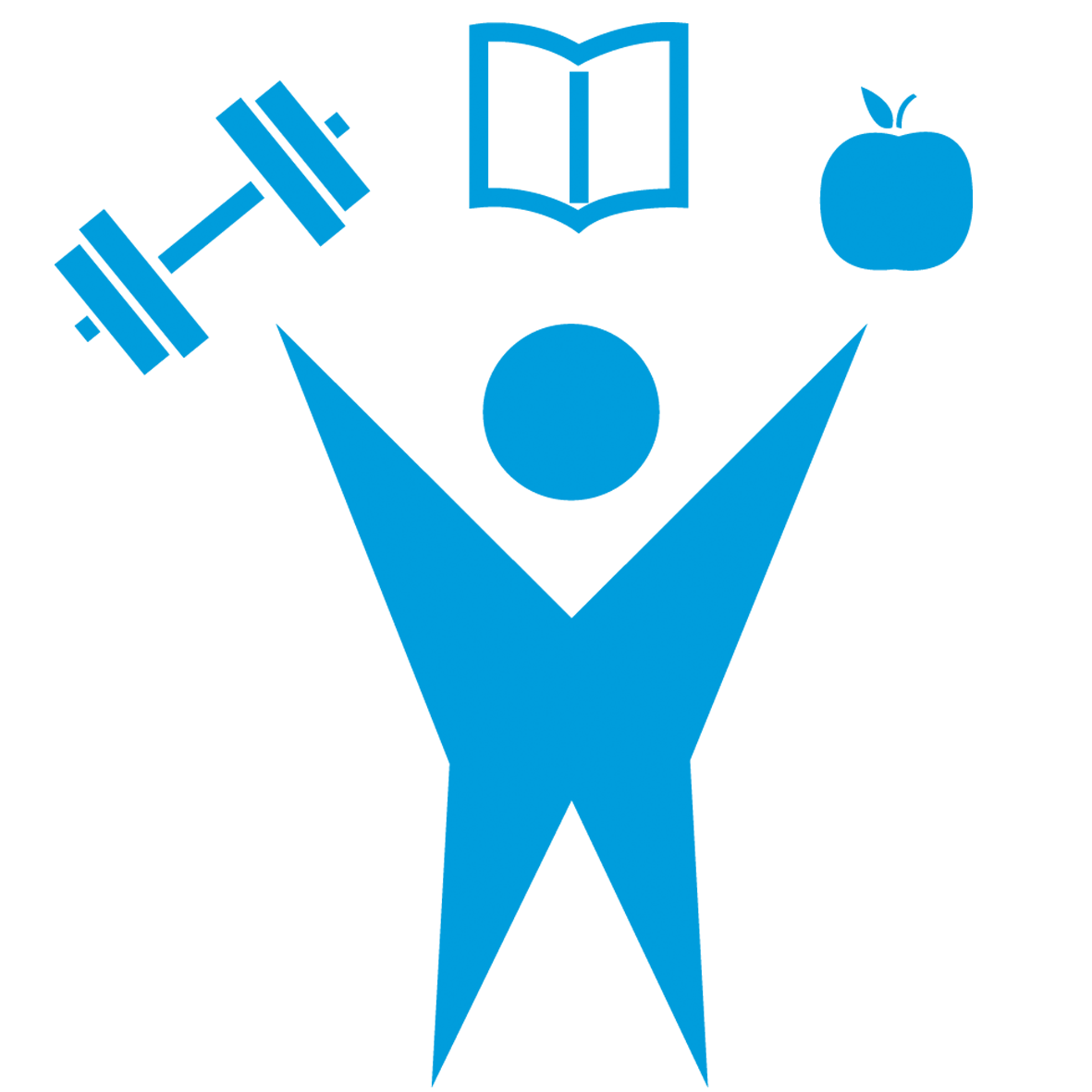
 Technical Skills

MS Office Expert, Tally ERP 9, Focus Accounting System and Oracle Based Mulitivision healthcare System.

Hobbies & Fun – Things I find interesting



Dancing, Drawing & Painting and Designing and Stitching Dresses.

Academic activities – Some of my Achievements

Implant Training in Fertilizers And Chemicals Travancore (FACT) Ltd, Presented a Paper on GAAR- General Anti Avoidance Rules and paper in the National Conference on INDIA SPECIFIC CHALLENGES IN GLOBAL GROWTH DYNAMISM, National Accounting Talent Search examination 2011-12, A STUDY ON THE SAFETY MEASURES OF E-BANKING IN NEW GENERATION PRIVATE SECTOR BANKS as a MAIN PROJECT

Prepare Day Book, Daily Voucher of Expenses and General Ledger Operation. Posting of Purchase ledger, Sale ledger and Stock Confirmation. Preparation & Reconciliation of Bank entries. Collection of Payments and Keep tracking of Outstanding Bills of the Debtors. Confirmation of Monthly Statement and Reconciliation of our Data with the Creditors. Post Daily Cash Receipts in a timely & accurate manner. Involving in Asset Management. ( Maintenance of Office equipments ). Preparation of Monthly KVAT Sale Tax records, TDS records and Quarterly Service tax records. Maintaining Attendance, Wage Register & Leave records. Generate Ledger Trading and Profit & Loss A/c.

Experience----- 

Sept ’16 **uniCare Medical Centre,** Dubai, UAE

Present **Sales Cordinator and Admin/Accounts Assistant**

June’14 **Kavalakat Associates,** Palaghat, India

July ‘16 **Assistant Accountant**

Education----- 

**2014 Bachelors in Commerce**

68 percentages, Sri Krishna Arts and Science College

**2010 Higher Secondary Certificate**

77 percentages, Kanikkamatha Convent EMGHSS

**2008 Secondary School Leaving Certificate**

80 percentages, Kanikkamatha Convent EMGHSS

Personal-----****

**Name**  Manjusha

**D.O.B** 04th July 1993

**Nationality** Indian

**Email** [manjusha.375013@2freemail.com](mailto:manjusha.375013@2freemail.com)

**Languages Known** English, Malayalam, Hindi and Tamil.

**Visa Status** Employment Visa

**Few Words About Me**

To serve for an organization which will help in value addition and expand management responsibilities, perk up organizational ability to go beyond corporate goals, and assist honor all long-standing commitments made to the company and also to Seek career enriching opportunities in the domain of Financial Management with a growth oriented organization of high repute.

Booking appointments and updating it appropriately on the system. Troubleshooting any problems faced by the patients. Assisting in marketing activities by providing Email and Call Support. Updating day to day information about the Doctors and other staff of the Organization. Email Marketing – to let the patients know about the new promotions. Dealing with the Corporate Clients. Coordinating about the Medical reports of the Clients and the Doctors.

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**MANJUSHA**

**Sales Coordinator and Administration officer**