**RESUME**

JAIN

**Personal Data:**

**Date of Birth: 15/11/1990**

**Sex: Female**

**Nationality: Indian**

**Marital Status: Married**

**Visa status : Visiting Visa**

***ADDRESS FOR***

***COMMUNICATION:***

***CONTACT NO.:***

**C/o 971504973598**

**E-Mail**:

Jain.376455@2freemail.com

**Objective**



**Intend to build a career with leading hospital firm with committed & dedicated people, which will help to explore myself fully and realize my potential in finance sector .**

**Responsibilities in financial reporting , panning ,forecasting , information systems, accounts payable,fixed assests and general ledger.**

**Summary**

**Accountant with more than 5 years of experience in finance and accounts which includes 2 year of experience in the field of audit from Reliable Corporate Solutions , Covent Square Alappuzha .**

**Currently associated with Sahrudaya Hospital, Thathampally , Alappuzha .**

**Professional Experience**

**SAHRUDAYA HOSPITAL THATHAMPALLY ,ALAPPUZHA**

**SAHRUDAYA HOSPITAL IS A MULTISPECIALITY HOSPITAL , which is involved in large scale of hospital activities like purchase & sales in medicine,**

**Job Title : Accountant**

**Tenure : 1 April 2014 – 9 Jan 2018**

**Description of work performed**

* **Preparation and finalization of monthly income &**
* **Expenditure Accounts**
* **Preparation and finalization of balance sheet for the year and**
* **also for monthly audit purpose**
	+ **Passing journal vouchers**
	+ **Support the requisition to pay invoice processing team**
	+ **Submit need based data to manager**
	+ **Supporting to team members**
	+ **Resolving clients query mails**
	+ **Invoice exception clearing**

**RELIABLE CORPORATE SOLUTION ,CONVENT SQUARE ALAPPUZHA**

**Job Title : Accountant**

**Tenure : 18 September 2012 to 31 march 2014**

**Description of work performed**

Accounting

**Entering Day to Day transactions as per bills and maintaining Cash Book, Bank Book, General Ledger, Personnel Ledger, Journal Vouchers and also preparing bank reconciliation statement.**

**Preparing Profit & Loss Account, Balance Sheet, Financial Highlights of the Company, Analyzing Company, Performance.**

**Preparing Estimated & Projected Profit & Loss Account and Balance Sheet for Budgeting and availing Finance from Banks and other financial institutions.**

*Auditing*

**Verification of Day to Day transactions, scrutiny of Day Books, Ledgers & other registers incluing Purchase and Sales, Reconciliation of Head Office with branches and Bank Reconciliation. Scrutinizing financial statements.**

**Education**

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| --- | --- | --- |
| **** | ** B.com:** (kerala University 2012)**** |  |
| ** M.com: (**MG University , Pursuing)**** |  |
| **** |  |
| ** Plus, Two (**St Josephs Higher Secondary School, Alappuzha, Kerala*2009)***** |  |
| **** |  |
| ** SSLC: (**St Josephs Higher Secondary School, Alappuzha, Kerala*2007)***** |  |
|  |  |
| **** | **Computer Proficiency** |  |
| **** |  |
|  |  |
| **** | **** Platforms**:** Windows NT/2000/XP, Windows ME/98/95,**** |  |
| **** Applications**:** Microsoft Office, Tally 9 ERP**.** |  |
|  |  |



**Personal Skills**

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| --- | --- | --- |
| **** | **** Good team leader**** |  |
| **** Good verbal and written communication skills.**** |  |
| **** |  |
| **** Good listening and understanding.**** |  |
|  |  |

**Languages Known**

* Proficient in English and Malayalam. (Understands Hindi and Tamil)****

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

JAIN