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|  |  | AYSHA B.COM GRADUATE PURSUING ACCA |
| PERSONAL INFORMATION:  |  | **MAIL:** aysha.383566@2freemail.com **DATE OF BIRTH: 17TH MARCH 1997****NATIONALITY:INDIAN** |
| OBJECTIVE:EXPERIENCE: |  | **TO ENGAGE IN A CAREER THAT WILL ALLOW FOR PROGRESS IN TERMS OF EXPERTISE, SOCIO-ECONOMIC DEVELOPMENT AND INNOVATION THROUGH EXPOSURE TO NEW IDEAS FOR PROFESSIONAL GROWTH, AS WELL AS THE GROWTH OF THE COMPANY.**TEMPORARY JUNIOR ACCOUNTANT / ONLINE CUSTOMER SUPPORTING AGENT AT MAMMOOSSS.COM 1ST JULY 2018 – CURRENT**-MANAGED ACCOUNTS PAYABLE, ACCOUNTS RECIEVABLE AND PAYROLL DEPARTMENTS.****-ADMINISTERED ONLINE BANKING FUNCTIONS.****-MANAGED PAYROLL FUNCTION.****-MONITORED AND RECORDED COMPANY EXPENSES.****-PREPARED WEEKLY CONFIDENTIAL SALES REPORTS FOR PRESENTATION TO THE MANAGEMENT.****-MANAGED INTERNAL AND EXTERNAL MAIL FUNCTIONS.****-SCHEDULED CLIENT APPOINTMENTS AND MAINTAINED UP TO DATE CONFIDENTIAL CLIENT FILES.**ACCOUNTING ASSISTANT AT K2 BUILDERS AND REALTORS, MANGALORE.1ST APRIL 2017- 1ST JULY 2018 (1 YEAR, 3 MONTHS)**-PERFORMED ACCOUNTS PAYABLE FUNCTIONS FOR CONSTRUCTION EXPENSES****-MANAGED VENDOR ACCOUNTS, GENERATING WEEKLY ON DEMAND CHEQUES.****-CREATED BUDGETS AND FORECASTS FOR THE MANAGEMENT GROUP.****-ENSURED COMPLIANCE WITH ACCOUNTING DEADLINES.****-LIAISED WITH BANKERS, INSURERS AND SOLICITORS REGARDING FINANCIAL TRANSACTIONS.** |
| EDUCATION:  |  |

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| **COURSE** | **INSTITUTE/ UNIVERSITY** | **PERFORMANCE** | **YEAR OF PASSING** |
| **ACCA** | **PHOENIX FINANCIAL TRAINING, DUBAI.** | **CLEARED 7 PAPERS INCLUDING TAXATION AND AUDIT.** | **CURRENT** |
| **B.COM** | **MANGALORE UNIVERSITY, KARNATAKA.** | **RANK HOLDER WITH DISTINCTION.** | **2018** |
| **PUC** | **THE YENEPOYA PUC, MANGALORE.** | **RANK HOLDER WITH DISTINCTION.** | **2014** |
| **SSLC** | **GREENWOODS ICSE SCHOOL, KASARAGOD.** | **DISTINCTION.** | **2012** |

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| PROFESSIONAL SKILLS:TECHNICAL SKILLS:CONTRIBUTION: PARTICIPATION: INTERESTS:  LANGUAGES KNOWN: |  | **-DETAIL ORIENTED, EFFICIENT AND ORGANIZED PROFESSIONAL WITH EXTENSIVE EXPERIENCE IN ACCOUNTING SYSTEMS.****-POSSESS STRONG ANALYTICAL AND PROBLEM SOLVING SKILLS, WITH THE ABILITY TO MAKE WELL THOUGHT OUT DECISIONS.****-EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS.****-HIGHLY TRUSTWORTHY, DISCREET AND ETHICAL.****-RESOURCEFUL IN THE COMPLETION OF PROJECTS, EFFECTIVE AT MULTI-TASKING.****-MICROSOFT EXCEL****-MICROSOFT POWERPOINT****-MICROSOFT WORD****-LEAD A CHARITY ORGANISATION AS THE PRESIDENT FOR AN YEAR****-PART TIME TEACHER AT VALUE EDUCATION INSTITUTE FOR AN YEAR****-ASSIGNED LEADER AT SCHOOLS AND COLLEGES****-ATTENDED SEVERAL PERSONALITY TRAINING SESSIONS AND AWARDED BEST PERFORMER AT ONE ORGANISED BY JCI****-DISTRICT LEVEL BADMINTON PLAYER****-BEST STUDENT AWARD IN HIGH SCHOOL****-BADMINTON****-CYCLING****-PHOTOGRAPHY****-FOOD BLOGGING****POEM RECITATION****FLUENT IN ENGLISH,MALAYALAM AND HINDI.****BASIC KANNADA AND TAMIL.** |
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