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|  |  | AYSHA  B.COM GRADUATE PURSUING ACCA |
| PERSONAL INFORMATION: |  | **MAIL:** [aysha.383566@2freemail.com](mailto: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: |  | |  |  |  |  | | --- | --- | --- | --- | | **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** | |
| 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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