



# JASMINE K C

## ACCOUNTANT

SEEKING GROWTH ORIENTED CAREER BY WORKING WITH A SYSTEM ORIENTED ORGANISATION TO UTILIZE MY KNOWLEDGE AND SKILLS FOR THE BENEFIT OF THE ORGANIZATION WITH OPPORTUNITY FOR PERSONEL ADVANCEMENT.

## Contact

### Phone

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### Email

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### Address

Sharjah

DOB : 29/11/1993

## Education

- B.COM-NEHRU ARTS AND SCIENCE COLLEGE,KANHANGAD KANNUR UNIVERSITY
- SAMBAT SANKARACHARYA ACCCOUNTS MANAGEMENT AND BANKING ALLIED.SREESANKARACH ARYA COMPUTER CENTRE PVT LTD,KANHANGAD

## Expertise

- TALLY PRIME
- TALLY ERP 9
- MS WORD
- MS EXCEL
- MAILING, SCANNING ETC.
- ABILITY TO WORK IN FAST PACED TEAM ORIENTED ENVIRONMENT.

## Experience

2018 NOVEMBER -2023 OCTOBER

ALANKAR CURTAINS PAYYANUR

Accountant

- MAINTAINING CASH ACCOUNTS, BANK ACCOUNTS,CREDITORS DEBITORS ,PURCHASE AND SALES ACCOUNTS , GENERAL LEDGERS AND FINANCIAL STATEMENTS.
- STOCK MAINTAINENCE.
- PAY ROLL PREPARATION.
- ANALYSING PRICE CHANGES OF PRODUCTS .

2016 MARCH - 2018 JUNE

COMPUSERVE,NILESHWAR

JUNIOR ACCOUNTANT AND OFFICE STAFF

- MAINTAINING ALL RELATED ACCOUNTS FOR ACCOUNTING.
- BANK RECONCILATION .
- PAY ROLL PREPARATION.
- FOLLOW UP SERVICE OF COMPUTER AND HARDWARE ITEMS.
- PROVIDING QUOTATION OF PRODUCTS.

ROLES & RESPONSIBILITIES

- MANAGE ALL ACCOUNTING TRANSACTIONS.
- REINFORCE FINANCIALDATA CONFIDENTIALITY AND CONDUCT DATABASE BACKUPS WHEN NECESSARY.
- ENSURE TIMELY BANK PAYMENTS .
- MANAGE BALANCE SHEETS AND PROFIT LOSS STATEMENTS .
- COMPLY WITH FINANCIAL POLICIES AND REGULATIONS.
- RECONCILE ACCOUNTS PAYABLE AND RECIEVABLE.

## Language

- ENGLISH
- MALAYALAM