

JUMANATH.C

ACCOUNTS EXECUTIVE

WORK EXPERIENCE

- June-2023 to May-2024 **Accountant**
AES Central School, Alloor.
- Day book preparation
 - Fee collection with receipt
 - Doing Admission & TC Process
 - Salary Process
- Sep-2021 to May-2022 **Junior Accountant**
HIDHA STEELS, Vailathoor.
- Sales Invoicing
 - Credit customer follow-up
 - Monthly Sales Report
- May-2019 to Aug-2021 **Accounts Assistant**
ABAN Chemicals, Varanakara.
- Check daily Sales data
 - Prepare weekly sales Report
 - Manage Petty cash
 - Monthly Sales Report

EDUCATION

- 2017 to 2018 **PG Diploma in Computer Application (PGDCA)**
IHRD, Govt of Kerala
- 2014 to 2016 **Master in Commerce (M.com)**
MK University, Madurai
- 2007 to 2010 **Bachelor in Commerce (B.com in Co-operation)**
Calicut University,

CERTIFICATION COURSE

- 2009 to 2010 **DIFA (Diploma in Indian and foreign accounting)**
From G-Tec



CONTACT

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PIN- 676102

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+918590393026

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SKILLS

Languages:
English, Malayalam, Arabic

Computer:

- **Platforms: Windows 7, 8 & 10**
- **Packages: MS Office, OAS (Adobe)**
- **Languages: C+ & Java**
- **Accounting software: Tally ERP 9, Peachtree, Quick Books**

PERSONAL DETAILS

Date of Birth: 21-Aug-1989

Gender: Female

Marital Status: Married

Religion: Islam

Strength: Dedicated & Quick learner

