



SAJNA .C

Contact

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About Me

Detail-oriented and results-driven Accountant with over 10 years of comprehensive experience in managing financial records, budgeting, taxation, and auditing. Holds a Master of Commerce (M.Com) degree with strong proficiency in accounting software, financial reporting, and regulatory compliance. Proven track record of ensuring accuracy and efficiency in financial operations, reducing discrepancies, and supporting business decision-making through clear financial insights. Adept at working independently and collaboratively in fast-paced environments. Committed to maintaining high standards of integrity and confidentiality.

Skills

- Financial Accounting & Reporting
- Budgeting & Forecasting
- Taxation & Statutory Compliance
- Account Reconciliation
- Accounts Payable & Receivable
- Payroll Management
- Auditing & Internal Controls
- Financial Statement Preparation
- Cost Control & Analysis
- Tally ERP / QuickBooks / MS Excel
- Financial Data Analysis
- Bank Reconciliation
- Inventory Management
- Attention to Detail
- Time Management & Multi-tasking
- Strong Analytical & Problem-Solving Skills
- Communication & Team Collaboration

Education

- Master of Commerce (M.Com)
Madurai Kamaraj University 2011-2013
- Bachelor of Commerce (B.Com)
University of Calicut 2008-2011
- VHSE (Commerce)
Vocational Higher Secondary Examination, Kerala 2006-2008

Professional Qualification

- Tally
ISIT Institute, Tirur, Malappuram 2011-2012

Experience

- Ozhur Service Cooperative Bank, Ozhur, Malappuram
Junior Clerk 2022-2024
- Moopans TVS, Peruvazhiyambalam, Tirur
Accountant 2020 -2022
- Universal Hospital, Abudhabi, UAE
Accountant 2016 -2018
- JM Higher Secondary School, Tirur
Accountant & Administrator 2014 -2016
- Muthoot Fincorp Ltd, Naduvilangadi, Tirur
Accountant 2013 -2014

Languages

- English
- Malayalam
- Hindi

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