CURRICULUM VITAE

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**REEMA JAISON**

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 Khalfan Building

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#### *CAREER I OBJECTIVE*

To purseue growth of my career in a competitive and challen((ging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

***PROFESSIONAL QUALIFICATION:***

* **CPA (**Certified Professional Accountant**)** from Institute of Professional Accountant in 2008
* **PGDCA (**Post Graduation Diploma in Computer Application) in 2002

#### *ACADEMIC QUALIFICATION:*

* **M. Com (finance)** from MahatmaGandhiUniversity, Kerala, India in 2007
* **B.Com (finance& Cooperation)**from Calicut University, Kerala, India in 2002**aining**

***COMPUTER PROFICIENCY:***

* Basic of computer.
* Working Knowledge of MS-Office.
* Working Knowledge of Internet and Email.
* Knowledge of Tally 7.2, Tally 9 & Peachtree Accounting Packages.

***PROFESSIONAL EXPERIENCE:***

**1. Accountant- Tripoli Furniture c.o. L.L.C (**Duration:- Sep 2014 to Jan 2016)

* Preparation of Day books, Journals, Ledgers and Subsidiaries, Trial Balance and also Balance Sheet.
* Prepare Monthly Profit & Loss Accounts.
* Maintenance of Accounts payables & Accounts receivables.
* Generation of various accounting reports including Bank Reconciliation Statement, Cash Inflow and Outflow analysis, ageing analysis etc.
* Handling petty cash.
* Prepare Sales Invoices.
* Prepare monthly salary sheets.

**2. Admin and teaching– Delta English school Sharjah, UAE**(Duration:-Jan 2011 to Feb 2012)

* Data Entry wok for school purpose only
* Printing question paper
* Printing worksheet for children’s
* All other printing works for children in school
* Worked as a teacher for the subject computer science till Grade 8

**3. Accountant—Springdale Indian school Sharjah, UAE** (Duration:- June 2010 to Dec 2010)

* Daily collection of cash
* Handling petty cash
* Data entry in Tally

**4. Lecturer—Commerce academy, Thrissur, Kerala**(Duration:- May 2009 to April 2010)

* As commerce teacher in Plus 2, Degree, PG and M Phil Students
* As a teacher in Accountancy, Marketing, Business Studies, Economics for above said courses.

**5. Accountant – Paul & Sons Plastics Co. Thrissur, Kerala.** (Duration: - Mar 2006 to Apr 2009)

* Preparation of Day books, Journals, Ledgers and Subsidiaries, Trial Balance and also Balance Sheet.
* Prepare Monthly Profit & Loss Accounts.
* Maintenance of Accounts payables & Accounts receivables.
* Generation of various accounting reports including Bank Reconciliation Statement, Cash Inflow and Outflow analysis, ageing analysis etc.
* Handling petty cash.
* Prepare Sales Invoices.
* Prepare monthly salary sheets.
* Provide relevant Information to Top Level Management to make essential decisions.

**6. Accountant – SD Steel & Welding works Sajja, Sharjah. (Duration: - June 2018 to Mar.2019)**

* Prepare VAT filing
* Experience in INFOS ERP

***Personality Traits***

* Professionally Committed, Hardworking, Flexible and Adjustable in any Kind of Environment.
* Having Good Human, Conceptual, Managing and Tactical Skills.
* Dedicated, Enthusiastic & Self Motivated. Adaptable to New Skills & Challenges, with Minimum Instruction
* Positive Mature Attitude with Friendly Disposition
* Always Been a Team Player & Dedicated to Quality. Very Adaptable & Can Work Effectively in Dynamic Environment.

***Strengths***

* Analytical mind to identify problems and implement effective solution.
* Flexible by nature.
* Positive Attitude.
* Hard working & Self Confident.
* Capable to work in Team.

***PERSONAL PROFILE:***

## Nationality : Indian

Sex : Female

Marital Status : Married

## Date of Birth : 17-05-1981

Passport Number : G 7962742

Expiry Date : 06-03-2018

Visa Status : Husband visa

Languages Known : English, Malayalam

***DECLARATION:***

 I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Yours Faithfully

REEMA JAISON