

J A S N A K B



CONTACT DETAILS

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Salah Al Din , Dubai ,
UAE



SKILLS

- **Tally** - Expert
- **M.S word, Outlook & Excel** - Expert

LANGUAGES

- **English** - Fluent
- **Hindi** - Fluent
- **Malayalam** - Native
- **Arabic** - Intermediate

OBJECTIVE

A highly sociable and personable team member with a passion to work in a complete industry what I consider my strength is the ability to think on once feet and deliver excellent customer service.

WORK EXPERIENCE

ACCOUNTANT CUM ADMINISTRATOR

Apr 2022 - In progress

Volmils Technical services / Dubai,UAE

- ☑ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ☑ Documents financial transactions by entering account information.
- ☑ Reconciles financial discrepancies by collecting and analyzing account information.
- ☑ Secures financial information by completing database backups.
- ☑ Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- ☑ Answering telephone calls and provide required transferring or giving information as requested.
- ☑ Administration duties including maintaining personnel records, leave records, annual leave roasters, attendance sheet etc

ASSISTANT ACCOUNTANT

Mar 2021 - Feb 2020

Marvel Agencies / Irinjalakuda,Kerala,India

- ☒ Provides financial information to management by researching and analyzing accounting data; preparing reports.
- ☒ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ☒ Documents financial transactions by entering account information.
- ☒ Recommends financial actions by analyzing accounting options.
- ☒ Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- ☒ Substantiates financial transactions by auditing documents.
- ☒ Maintains accounting controls by preparing and recommending policies and procedures.
- ☒ Guides accounting clerical staff by coordinating activities and answering questions.
- ☒ Reconciles financial discrepancies by collecting and analyzing account information.
- ☒ Secures financial information by completing database backups.
- ☒ Maintains financial security by following internal control

GENERAL ACCOUNTANT

Jan 2020 - Apr 2019

Ebony International FZE / Sharjah ,U.A.E

- ☒ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ☒ Documents financial transactions by entering account information.
- ☒ Reconciles financial discrepancies by collecting and analyzing account information.
- ☒ Secures financial information by completing database backups.
- ☒ Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- ☒ Answering telephone calls and provide required transferring or giving information as requested.

EDUCATION

BACHELOR DEGREE OF COMMERCE

2019

Calicut University - Christ college, Irinjalakuda Kerala

Finance