

# JIFMA ASHRAF



+00971562079654 | jifmaashraf.ja@gmail.com

## Objective

Seeking a challenging job in the field of Accounting and Finance with a reputed organization, to test my personal skills and knowledge gained from my degree for the benefit of the organization.

## Professional experience

**TEAM APPOINTMENTS THRISSUR , KERALA (1 MARCH 2017 TO 30 MARCH 2019)**

Worked as an ACCOUNTANT

## Job Profile

- Update and maintain day to day accounting journals, ledgers and other records dealing financial transactions.
- Handling all documents includes Quotation, Delivery notes, Purchase orders, Sales , Purchase, and other related documents
- Monitoring cash and cash equivalent transactions and maintain Working capital and liquidity.
- Prepare employees leave salary, Gratuity, and other benefits and manage payroll and advance
- Preparing the timely and accurate financial statements and reports for management review
- Coordinate with external auditors to ensure completion of auditors report and other audit matters.
- Perform various other duties and activities as assigned by management.

## Education

**CMA (USA) INSTITUTE OF MANAGEMENT ACCOUNTANT (IMA)/PURSUING**

- Part 1: Financial decision making.
- Part 2: Financial reporting, planning, performance, and control.

**MASTER IN COMMERCE | PURSUING | ANNAMALAI UNIVERSITY( DISTANCE EDUCATION)**

- Main : Accounting and Finance

**BACHELOR IN COMMERCE | COMPLETED -2017 | CALICUT UNIVERSITY REGULAR EDUCATION**

- Main : Finance

## **PRE- UNIVERSITY (COMMERCE) 2012-2014**

- CONCORD ENGLISH HIGHER SECONDRY SCHOOL – Chiramanghad ,Thrissur , (kerala,India)

## **10<sup>TH</sup> SSLC | 2011 |**

- ST .THERESAS GIRLS HIGH SCHOOL – Brahmakulam, Thrissur, (Kerala, India)

## **Other Qualification**

- Tally ERP 9
- IFRS (International Financial Reporting Standards)- Pursuing.
- Microsoft EXCEL Certification.
- IFA(International Financial Accounting)

## **Skills & Abilities**

- Computer/Technical Literacy
- Hard working
- Work ethic
- Stress tolerance
- Team building
- Coordinating

## **Personal Information**

- Father's name : Ashraf
- Mother's name : Rahma Ashraf
- Date of birth : 09-04-1996
- Gender : Female
- Religion : Islam

- Nationality : Indian

## Decleration

I hereby declare that all the details furnished above are true to the best of my knowledge.

JIFMA ASHRAF

Date :

Place :