|  |  |  |
| --- | --- | --- |
|  |  | **JASEEMA JANEESH**  Accountant & Human Resource |
| **MRS.JASEEMA JANESSH**  (Accountant cum HR )  **Contact Details:**  **E-mail: jaseemajamal999@gmail.com**  **Mobile: +971522822308, +971554356569**  **Personal Information :**  **Father’s Name:** Jamal M.A  **Mother’s Name:** Semeema Jamal  **Gender & Status:** Female & Married  **Date of Birth:** 17th Dec 1994  **Religion:** Islam  **Nationality:** Indian  **Passport Details:** M2628326  **Visa Status:** Visit Visa  **About Me:**  Experienced Accountant with a demonstrated history of working in the Banking.  Skilled in VAT, Microsoft Excel, Data Analysis, Accounting, and Microsoft Office. Strong professional with a Master's Degree focused in Human Resource.  I am a creative and dedicated analyst with experience working in high-pressure environments and multi-disciplinary cross-cultural teams. Having an excellent work ethic, I consider myself a winner, and I believe that my skills and my determination can take me a long way in achieving my goals. |  | EDUCATIONMBA (MASTER IN BUSINESS ADMINISTRATION-HUMAN RESOURCE) 2017 – 2019  BHARATIYAR UNIVERSITY  **BCOM**  2012-2015  CALICUT UNIVERSITY  **DIPLOMA IN ACCOUNTING COURSE (FOREIGN)**  2012 WORK EXPERIENCESixgene Accounting Services, DUBAI- Remotely Accounting Assistant 01-03-2022 to Till   * VAT Reporting & Filing * Accounting Daily Entries * Monthly Reporting  Brainnet contracting & design, Trissur, Kerala (IND)-HR Assistant 01-06-2020 to 28-02-2021   * Hire the right and competent employees * Process of payroll * Support annual salary review * Update policy * Staff evaluation and appraisal * Manage organizational culture  Co-operative Bank of India, Trissur, Kerala (IND)-Internship as Administrative 01-06-2019 to 30-04-2020   * Managing Client Bank accounts including opening and closing overseeing transactions * Resolving Client Queries and Complaints * Processing deposits payments and withdrawal assisting co -workers by administrative and clerical duties  skilss & experience  * Can provide excellent customer service * Team Player & can facilitate team work/ can manage conflict * Demonstrate sound judgment/safeguarding ethics & integrity * Excellent command of both oral & written English/Hindi/Malayalam * Able to deal with people at any organizational level * Initiative, ability to work under pressure * Can work with different nationalities * Enjoy learning new methods and sharing to others * Can facilitate open communication within the group * Ability to adapt to new environment  COMPUTER QUALIFICATIONS Hands on experience in Office packages like Word, Excel, PowerPoint  Hands on experience in accounting packages like Tally, Quick books, Peachtree. REFERENCE Provides on Request |
|  |  |  |