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|  |  | **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 – 2019BHARATIYAR UNIVERSITY**BCOM**2012-2015CALICUT UNIVERSITY**DIPLOMA IN ACCOUNTING COURSE (FOREIGN)**2012WORK 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 QUALIFICATIONSHands on experience in Office packages like Word, Excel, PowerPointHands on experience in accounting packages like Tally, Quick books, Peachtree.REFERENCEProvides on Request |
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