



SANOOJA

ABDUL SAMAD

To make an excellent career from an opportunity of joining in an organization where I can Work for the growth and the expansion of the organization besides improving myself.

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📍 Choolukaran House - Vellangallur,
Karuvapadi, Thrissur - 680662
Kerala, India

PERSONAL DETIALS

Father's Name : Abdul Jabbar
Date of Birth : 23-04-1985
Nationality : Indian
Gender : Female
Marital Status : Married

SKILLS

Analytical Skills Time Management
Communication Inventory Management
Payroll Management Negotiation
Manual & Computerized Accounting
Customer Management
Health and Vehicle Insurance
Gold Checking & Appraisal

EDUCATION

BSC BOTANY
K.K.T.M. Govt. College - Thrissur, Kerala, India
University of Calicut 2005

HIGHER SECONDARY
Govt. Girls HSS Irinjalakuda
HSE -2002

SSLC
G.V.H.S.S. Puthenchira - Thrissur, Kerala, India
Kerala Board of Public Examination -2000

LANGUAGES

ENGLISH / MALAYALAM / HINDI

WORK EXPERIENCE

Office assistant, Banking and finance, Account assistant, Clerical work & Customer services
PNY SABHA FINANCE LTD. (NBFC) - KERALA, INDIA
01-03-2013 - Present

- Accurately record and update financial transactions, ensuring the completeness and accuracy of the company's financial records.
- Maintain organized and up-to-date ledgers, reconciling accounts regularly to identify and rectify discrepancies.
- Efficiently manage day-to-day financial transactions, ensuring accurate and up-to-date record-keeping.
- Process vendor invoices promptly, verifying accuracy and ensuring timely payments.
- Track and categorize company expenses, preparing comprehensive reports for management review.
- Assist in completing audits
- Manage and reconcile customer accounts, addressing discrepancies promptly and facilitating on-time receivable collections.

OTHER WORK EXPERINCE

CAKE MAKER

2019 - Present

- Produced custom cakes for weddings, birthdays, and special events.
- Collaborated with clients to design unique cake concepts, incorporating themes, colors, and personalized elements.

SOFT SKILLS

MICROSOFT EXCEL

DECLARATION

I do here by declare that the above information given by me is true and correct to best of my knowledge and belief. I also assure complete dedication and hard work towards the organization if provided an opportunity.

DATE :

PLACE :

SANOOJA ABDUL SAMAD