**JISHA. R**

Sudarshanam, Virippadam Residence Association,Mathara Palazhi Road ,

Mathara – 673014.

Cell: 8547136499 , Email: jrn15281@gmail.com.

**Personal Details**

Name - Jisha.R

Marital Status – Single

Mother – K.Pankajakshi

Father – K.Raghavan Nair

Gender - Femal**e**

**PROFESSIONAL PROFILE**

**CAREER SUMMARY**

**Accounts Trainee**: Cochin Port Employees Co-operative Society for 10 months.

Started my career as Accounts Trainee in accounts department of Cochin Port Employees Co-operative Society; where my duties included ledger entries pertaining to the monthly payments of employees towards their loan accounts with the society and updating of monthly interest applicable against loan of each employees of Cochin Port Trust.

**Executive Accounts**: Frieghtlinks Internationals Ltd, Willington Island for 5 months.

As an Executive accounts at Freight links International Pvt Ltd; my duties included preparation of Branch reconciliation statements, as the company has different branches all over India and have handled the payments and receipts of the company.

**Post Graduate Teacher**

In January 2010 I joined Al Ameen Higher Secondary School, Chandiroor, Alappuzha. There I was teaching Environmental Science, English , General Knowledge, Computer science and Mathematics.

**June 2010 till date**: SDPY CBSE School, Kalathara, Kochi;as as Commerce teacher for XI and XII. I used to teach Computer Science, English, Mathematics and Science subjects for lower classes. Relating to my subject I was taking Accountancy for XI and Business Studies for XII classes. Presently I have resigned from the school and looking for a new opportunity in Calicut as it is my native place .

**Educational Qualifications**

|  |  |  |
| --- | --- | --- |
| **COURSE** | **YEAR** | **% OF MARK** |
| S.S.L.C | MARCH 1996 | 77 |
| PRE DEGREE | MARCH 1998 | 69 |
| B.COM | APRIL 2001 | 66 |
| P.G.D.C.A | APRIL 2001 | 77 |
| M.COM | APRIL 2003 | 55 |
| B.ED (COMMERCE) | APRIL 2008 | 58 |

**Technical Qualifications**

1.Tally

2. Typewriting English Higher

3. Shorthand English Lower

**Core Summary of Skills & Attributes**

* Proven ability to do multi-tasking, work under stress/work pressure situations etc.
* Ability to adapt with active involvement and guidance/inputs wherever & whenever required.
* Hardworking, Punctual and always ready to accept any other responsibilities in case of any emergency.

# Accreditations

* Have valid Indian driving license to drive Two wheelers without gear.
* Have valid Indian driving license to drive Car.

Extra Curricular activities

* Music, Cooking, Artificial Flower making, Pot painting and artificial Jewellery making.

Hobbies

* Travelling, Photography, Visiting Consumer Exhibitions etc

Place: Cochin

Date : 17/12/2017.