

CURRICULUM VITAE

Name: Jishna Binesh

Personal Details:

Address : Ambili
Edavalath Paramba,
Edakkad (PO), Calicut 673005,
Kerala, India.

Date of Birth :16.12.1983

Marital Status : Married

Nationality : Indian

Religion : Hindu

Languages Known : English, Malayalam, and Hindi

Passport No & Expiry : M8003407 & 09/04.2025

Contact Details : 9995819030
: jishnapht@gmail.com



Career Objective:

To nurture my career by acquiring maximum knowledge, working in diversified areas and putting my best efforts towards the organization growth and prospects.

Career Summary:

B.Com with knowledge and understanding of various subjects like Accounts payable, Accounts Receivable/ HR department.

Proficient in assigning workflow to team members.

Expert in ensuring workload is completed on time.

Expert in preparing pending reports of invoices ensure that all pending items are cleared within TAT.

Personality Traits :

Communication skills in written and verbal both.

Strong motivational and leadership skills.

Ability in working with team as well as individually.

Ability to produce quality result in pressure situation.

Key Responsibilities Handled :

Handling cash transactions and daily deposits of cash sales.
Filling up files that are needed
Handling all the expense of the firm.
Avoiding outstanding expenses and managing the petty cash
Prepare monthly reports.
Maintaining the official files
Prepare reports on accounts payable and accounts Receivable
All Office & Administration Work including Joining and resigning formalities of Employees, Preparing attendance, Valuation of company assets and liabilities
Give customer satisfaction in anyways by carrying out by high quality standards,
Efficiency and accurate service. Always promote a good relationship with the guests for the betterment of the company

Technical Experience :

SAP
GSPN
MS Office
Tally

Employer :

Worked as Badging operator in Alba, Bechtel Bahrain June 2017 to April 2018.
Worked as an Accountant in Run Service Infocare Pvt Ltd from November 2014 to October 2016.
Worked as an Officer Accountant in Samsung Factory Service Centre from September 2007 to November 2014.
Worked as Assistant Accountant In Cites Technologies August 2005 to September 2007.

Academic :

Completed B-COM from Calicut University in 2008
Certification in Manual and Computerised Accounting From the Institute of Professional Accounts (IPA) Kozhikode.
Diploma in Financial Management From Institute of Professional Accounts (IPA) Kozhikode.

Declaration:

I do here by declare that the above-mentioned information is true to the best of my knowledge and belief.

Jishna P