

# CARRICULAM VITAE

Mrs.Jayamala,  
W/o Mr. Dinesh.K.,  
Door No – 2-176/3,  
Eshwara Kripa,  
Koppala House Karambar  
Bajpe Post, Mangalore – 574142  
Mob: 9740842815

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## OBJECTIVE:

To work for an esteemed company so that I can make my career to achieve my goal.

## EXPERIENCE:

Worked for 12 months as a Account Assistant for an A.J.Hospital Kuntikan, Mangalore for maintaining Accounts

Worked for 13 years as a Account Assistant at Computer Planet Lalbaugh Mangalore, for maintaining daily transactions & also maintaining Stock records,

## Key Responsibilities Handled:-

1. Purchase Entry
2. Preparing Sales Invoice
3. Databases and Daily Billings in order and up to date
4. Preparing Monthly Outstanding Statements of Debtors & Creditors
5. Bank Reconciliation
6. Stock Maintaining
7. Organised and able to deal with multiple workloads at the same time
8. Preparing Invoices for payment
9. Recording all cash & Credit activity on a daily basis
10. Preparing cash journals so that all items are recorded in the correct accounting periods.
11. Preparing Quotation
12. Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.
13. Responsible to handle the telephone enquiries.
14. Make daily work plan of seniors with proper timing.
15. Provide general information to the customers.
16. Manage the daily incoming of the customers.
17. Calculating and checking to make sure payments, amounts and records are correct.
18. Answers customer questions and confirms customer orders
19. Maintains accurate records and enters data
20. Performs clerical duties, including, mailing and filing correspondence, preparing payrolls, placing orders, and answering calls
21. Signs for delivered packages and distributes them to the appropriate recipient
22. Assists in setting up new client accounts
23. Maintains financial database records
24. Maintains stock of supplies by anticipating work requirements, ordering supplies, and distributing supplies where necessary
25. Handle all the other responsibilities related to the job.

**EDUCATIONAL QUALIFICATION:**

B.B.M. Graduate from St.Aloysius Evening College Mangalore.

**COMPUTER KNOWLEDGE:**

Diploma in Computer Application & Tally 7.2 & Tally ERP 9.0 Version.

**PERSONAL INFORMATION:**

Name : Jayamala  
Date of Birth : 17.04.1989  
Sex : Female  
Marital Status : Married  
Nationality : Indian  
Place of Domicile : Karnataka  
Languages Known : English, Kannada, Hindi, Tulu  
Religion : Hindu  
Caste : Ganiga  
Contact No : 9740842815

I declare that the above mentioned facts by me are true to the best of my knowledge.

Yours faithfully

Jayamala

Date: 05.06.2021

Place: Mangalore