

**JEENA ANEESH**

**Master Of Commerce (Accounting & co-operation)  
Tally ERP .9  
Post Graduate Diploma in Practical Accounting**

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### **CAREER OBJECTIVE:**

Seeking a career in Commercial/ Industrial/ Business/Manufacturing sector with willingness to take up challenges and responsibilities. To work in a competitive environment on challenging assignments that shall yield the twin benefits of the job satisfaction and a steady paced professional growth.

### **BRIEF PROFILE**

- ❖ A Professional Accountant with around **4 years** of experience of providing professional service in strategic sectors such as accounting and financial reporting.
- ❖ Precise in all work related assignments, Internal audit, taxation, Payroll processing and accounting.
- ❖ Flexible team player with the demonstrated capacity to learn quickly and apply that knowledge effectively.
- ❖ Excellent communication skills, able to interact with clients of different nationality and Culture.
- ❖ Independent, self-motivated, able to take responsibilities and work well under pressure.
- ❖ Knowledge in TDS, Service Tax and Excise Duty formation.

### **WORK EXPERIENCE:**

**Name of the Organization :** **UNIVERSAL TELE SERVICES  
ST. George Building ,  
Pulamon p o, kottarakkara,  
Kollam, Kerala, India**

**Designation :** **HR Assistant**

**Duration :** **07/04/2020 to 10/04/2021**

**About Firm:** The organization is active in Payroll Management, Management consultancy, Invoice preparation and updation etc.

### **Job Handled / Work Exposure**

- Preparation of Financial statements.
- Employees details updation
- Creation of employees Id
- Employees salary calculation
- Customer Follow up.
- Preparation of Payroll.
- Preparation of salary certificate and salary slip
- Enter payments and receipts in tally software
- Maintaining regular accounts.

**Name of the Organization :** **M/S HARIKUMAR ASSOCIATES**  
**Chartered Accountants**  
**Kottarakkara, Kerala, India**

**Designation :** **Accounts Assistant**  
**Duration :** **02/07/2018 to 30/06/2019**

### **About Firm:**

- ❖ The organization is active in Payroll Management, Taxation of Individuals, Partnership Firms, Company, Trust etc.

### **Job Handled / Work Exposure**

- Preparation and finalization of books of Accounts for various organizations.
- Preparation of Financial statements.
- Filing of various returns under Income tax and sales Tax.
- Monitoring and Reconciling Bank Accounts.
- Customer Follow up.
- Suppliers Payment.
- Preparation of Payroll.
- Calculation of accounts receivables and payables
- Maintaining regular accounts.

**Name of the Organization :** **PATS Business Consultancy**  
**Kottarakkara, Kerala**

**Designation** : **Office Staff**

**Duration** : **15/06/2017 to 25/06/2018**

**About Firm:**

- ❖ The organization is active in Accounting, Auditing, Taxation, Project reports, Management consultancy

**Job Handled / Work Exposure**

- Preparation of Financial statement
- Customer Follow up.
- Preparation of Payroll
- Maintaining regular accounts

**Name of the Organization** : **Divine Public School  
Puthoor , Kollam**

**Designation** : **Office Staff**

**Duration** : **13/3/2013 – 31/3/2014**

**Job Handled / Work Exposure**

- Preparation and keeping of Stock Register
- Suppliers Payment.
- Cross checking of store billing
- Customer follow up
- Preparation of admission register

**EDUCATIONAL QUALIFICATION:**

<b>M com</b> -Finance (Mahatma Gandhi University)
<b>B Com</b> : Co-operation ( Kerala University )
<b>Plus Two</b> : Kerala Board of Education.
<b>Tenth</b> : Kerala Board of Education.

**ADDITIONAL QUALIFICATION:**

- Post Graduate Diploma in Practical Accounting (Corporate Accountants Kottarakkara)

## **ACCOUNTING SPECIALIZATION & IT SKILLS:**

- Excellent working knowledge of Tally ERP 9.
- Excellent working Knowledge in MS-Office tools like Excel, word, power point etc.
- knowledge of Vlook up

## **CORE COMPETENCIES:**

Able to evaluate information quickly, identify key issues and formulate conclusion based on sound, practical judgment and experience

Ability to achieve goals through excellent communication and motivational skills

Growing technically and moulding career in the corporate world by creating an opportunity to explore and be innovative

## **STRENGTH:**

Confidence, Positive attitude, Good communication skills, willing to learn.

## **PERSONAL DETAILS**

Permanent Address	:	Aneesh Bhavan Pulamon P.O kottarakara Kollam [Dist.] Kerala, India.
Date of Birth	:	02-08-1989
Nationality	:	Indian
Religion	:	Hindu
Marital status	:	Married
Gender	:	Female
Language proficiency	:	English, Malayalam, Hindi

## **Declaration**

**I hereby declare that the above written particulars are true to the best of my knowledge and belief.**

**Jeena Aneesh**