

PERSONAL INFORMATIONS



SANDRA JACOB

Thiyyadil House, Chuttupadukara, Edappaly PO. Ernakulam, Kerala-682024

Mob: +91 7510106241, Email: sandrajacob772@gmail.com

Date of Birth : 15/04/1995

Marital Status : Single

Nationality : Indian

Known Languages :English, Malayalam, Hindi

CAREER OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

CITY HOSPITAL -Ernakulam|Accountant

20/09/2020 TO 10/04/2021

- Accountant Finance & Accounting
- Auditing Vouchers, Receipts, Bills, Bank statement, Sale book, Purchase book and other necessary financial books of accounts.
- Bank Reconciliation
- TDS Calculation
- Salary disbursement
- Vendors Reconciliation and Payment
- Petty Cash Handling

KAY ENN TRADING – Ernakulam |Accountant

25/08/2017 TO 17/08/2020

- Accountant Finance & Accounting, MIS reporting.
- Auditing Vouchers, Receipts, Bills, Bank statement, Sale book, Purchase book and other necessary financial books of accounts.
- TDS (Tax Deducted at Source)
- Updating & entering journals for sales revenue and other transactions.
- Month-end closing activities & Reconciliation of accounts maintaining petty cash
- Keep the Company Documents and Data's as confidential
- Preparation of cash vouchers, Bank Vouchers, Purchase, Sales-Invoices and Journal.
- Payroll Preparation
- Monitoring Payables and Receivable

T NETTIKADAN EDUCATORS - Ernakulam|Accountant

- Finance & Accounting, MIS reporting
- Auditing Vouchers, Receipts, Bills, Bank statement, Sale book, Purchase book and other necessary financial
- Books of accounts.
- TDS (Tax Deducted at Source)
- Reconciliation of accounts
- Maintaining petty cash

- Preparation of cash vouchers, Bank Vouchers, Purchase, Sales-Invoices and Journal
- Salary Calculation

BINESH ARCHITECTS AND PLANNERS – Ernakulam |Asst. Accountant

- Preparing & Maintaining Books of Accounts.
- Petty cash
- Bank Reconciliation
- Day Book
- Purchase, Sales entries passing.
-

QUALIFICATION

COURSE	INSTITUTE	BOARD/ UNIVERSITY	% MARKS/ GRADS
B. Com Taxation	Easobhavan College	M.G. University	C+
HSE	Higher Secondary School, Edappally	State Board	77 %
SSLC	Higher Secondary School, Edappally	State Board	80%

TECHNICAL SKILLS

- SAP
- Oracle
- Tally ERP 9
- MS OFFICE (MS Excel, MS Word, MS PowerPoint)

REFERENCE

IVIN ALIAS – KAY ENN TRADING
ACCOUNTANT
PH NO. 8089900395

THOMAS NETTIKADAN – T NETTIKADAN EDUCATORS
Managing Director
9495222123

Place:

Date:

SANDRA JACOB