

# JENAT JIFFNA RODRIGUES



## PERSONAL DETAILS:

**Name :** Jenat Jiffna Rodrigues

**Address :** Kanakapilly House,  
chalakudy P.O, Thrissur , kerala,  
india.

**Phone Number:** +919789024898

**Email id :** jenatjiffna@gmail.com

**DOB** : 12/08/1991

**Nationality** : Indian

**Marital status** : married

**Passport number** : U3178595

**Passport expiry** : 03/02/2020

**Language** : English,  
Malayalam, Tamil, Hindi

## PERSONAL STRENGTH

- Analytical/Research skill
- Planning/Organizing
- Time management skill
- Interpersonal communication skill
- Adaptability/Flexibility
- Self-confidence

## Accountant with 4 Years of Experience

### CAREER OBJECTIVE

To achieve a professional growth in the field of **Accounting & Finance** by imparting and gaining knowledge in the company I would work with.

### WORK EXPERIENCE

❖ Worked as accountant at **Asima Biriyani Multi-cuisine Restaurant**, Chennai since 14<sup>th</sup> march 2018 to 12<sup>th</sup> February 2020.

❖ Worked as accounts assistant at **Aero Construction Equipment**, Chennai since 5<sup>th</sup> april 2016 to 8<sup>th</sup> march 2018.

### QUALIFICATION

❖ **B.TECH** in electronics and communication engineering [76%] at RCET , thrissur (2014)

❖ **Higher Secondary** in computer science [83%] at SHCGHSS chalakudy, thrissur (2009)

❖ **SSLC** [90%] at SHCGHSS chalakudy, thrissur (2007)

### IT SKILLS

Language : C, C++, SQL, HTML, PHP  
Accounting software : Tally ERP 9, Peachtree  
Modeling Software : Matlab, Xilinx, simulation software, ADS

### ACHIEVEMENTS

❖ Achieved first position in class in semester 1&2 University exam

❖ Played a role as class representative in academic level

❖ Got participation certificate in Zonal rounds of RoboTryst-2013 organized by Robosapiens Technologies Pvt Ltd in association with Tryst IIT-Delhi.

## **JOB RESPONSIBILITIES**

- Prepare and maintain accounting journals, ledger and other financial records, making copies, filing documents etc.
- Receiving and processing all invoices, expense forms, and request for payments.
- Preparation of quotation, purchase order & coordinating with customers and suppliers.
- Prepares daily cash reports, Bank reports, PDC registers Petty cash statements & assure liquidity position of the company.
- Maintains and balance Bank & subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies.
- Prepare inventory ledger, stock register.
- Perform periodical closing procedures and closing related duties.
- Maintain chart of accounts and prepare periodical financial statements such as trial balance, profit & loss statement, balance sheet and cash flow statement.
- Maintaining fixed asset register.

## **OTHER EXPERIENCE**

- ❖ Worked as **Medical Receptionist** at **NM Fertility Center and Hospital, Chennai.**
  - Welcome patients, vendors, pharmaceutical representatives, and other visitors to our medical office
  - Scanning pertinent patient information into EMR including patient authorizations, recent labs delivered by patients
  - Issue specimen collection containers to patients as needed
  - Answer patient questions and provide assistance and directions when necessary
  - Preparing superbills and specimen labels for next day's patients
  - Track all phone calls that arrive using our general office number
  - Utilize our medical office software to schedule new and follow-up appointments for our patients
  - Respond to emails that arrive using the general office email address
- ❖ Worked as **billing executive** at **Habit Wedding Center, angamali, kerala.**

Date:

Place:

Jenat Jiffna Rodrigues