

JUBISHA MATHEW

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KATTITHARA (H) AROOR (PO)
ALAPPUZHA, KERALA - 688534



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

November

2019 -

March

2020

Westside

Accountant

Job Responsibilities

- Preparation of daily reports and send to H.O
- Responsible for all NEFT transactions
- Maintaining petty cash and meet store expenses
- Produce monthly reports
- Generate and maintain account related reports
- Manage bank deposit activities and make sure that cash is counted accurately at the end of each shift

January

2019 -

October

2019

Hi-tech Automobiles , Perumpilly, Mulanthuruthy

Accountant

Job Responsibilities

- Preparation of daily reports
- Responsible for all cash, credit card and NEFT transactions.
- Maintaining and Provide supporting documentation for audits.
- Maintaining petty cash and meet store expenses
- Produce monthly reports
- Generate and maintain account related reports
- Manage bank deposit activities and make sure that cash is counted accurately at the end of each shift

June 2018

-

December
2018

Aspire HR Solutions, Petta, Vyttila

HR Recruiter cum Account Assistant

Job Responsibilities

- Preparation of necessary accounts statement
- Preparation of cheque for the creditors
- Preparation of Pay Roll for employees and distribution of salary.
- Provide placement assistance to candidate
- Conducting campus interviews and provide training assistance

EDUCATION

2017	M. G. University, Kottayam M.Com (Finance) 70%
2015	M. G. University, Kottayam B. Com (Computer Application) 85%
2012	G.H.S.S Mulanthuruthy PlusTwo (Commerce) 80%
2010	G.H.S.S Mulanthuruthy S. S. L. C 78%

SKILLS

- Tally ERP, Excel, MS Office, DBMS, Internet

LANGUAGES

- Malayalam, Hindi, English, Tamil

PERSONAL DETAILS

- Date of Birth : 06/05/1995
- Marital Status : Married
- Nationality : Indian

HOBBIES

- Cooking, Gardening, music, Badminton, Puzzle

SELF DECLARATION

- I hereby declare that all the information given above is true and correct to the best of my knowledge.