

ASHNA AMBUJAKSHAN

PADINJARE ITTIKUNNATH (H)

NADVATH NAGAR PO, AROOKUTTY,

CHERTHALA, ALAPUZHA (DIST) - 688526

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EDUCATION

SSLC

COMPLETED MY SSLC IN THE YEAR OF 2013 FROM G.V.H.S.S FOR GIRLS PERUVA

PLUS TWO

COMPLETED MY HIGHER SECONDARY IN THE YEAR OF 2015 FROM G.H.S.S PIRAVOM

B.COM

COMPLETED MY DEGREE IN THE YEAR OF 2017 FROM TM JACOB MEMMORIAL GOVT. COLLEGE MANIMALAKUNNU

M.COM

COMPLETED MY MASTER DEGREE IN THE YEAR OF 2019 FROM MG UNIVERSITY

EXPERIENCE

M/S LOGOS PAINTS AND CHEMICALS

ONE YEAR WORK EXPERIANCE AS ACCOUNTS

XENIA TECHNOLOGIES

ONE YEAR WORK EXPERIANCE AS ACCOUNTS

CERTIFICATION

TALLY ERP 9

ASAP COURSE

INTERESTS

LISTENING BOOKS
READING BOOKS
TRAVELLING

RELEVANT SKILLS

- COMPUTER SKILLS - EXCEL, WORD
- EFFECTIVE COMMUNICATION SKILLS - ORAL AND WRITTEN
- ABILITY TO CARRY OUT ADMINISTRATIVE FUNCTIONS INCLUDING TYPING, MAIL DRAFTING
- EQUALLY EFFECTIVE WORKING LONE AS WELL AS WITHIN A TEAM ENVIRONMENT
- COMMITMENTS TOWARDS TIMELY COMPLETION OF TASK

RESPONSIBILITIES

- MANAGE ALL PAYMENTS
- MANAGE ALL SUPPORT ACTIVATES FOR THE ACCOUNT TEAM
- MANAGE CUSTOMER TRANSACTION
- CREDIT AND UPDATES DATABASE AND EXCEL SPREADSHEET
- EVALUATE VENDOR STATEMENTS OF ACCOUNTS
- PERFORM VARIFICATION OF TRANSACTIONS
- ORGANISE CUSTOMER PAYMENT WIRES
- PREPARE DOCUMENT AND FILES FOR CREATING REPORT
- PERFORM INVOICES PROCESSING FO THE FIRM WIDE VENDOR PAYMENTS AND MONTHLY
ACCOUNTS RECEIVABLE BILLING
- VOUCHER FILING

DECLARATION

I HEREBY DECLARE THAT ALL THE ABOVE GIVEN INFORMATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.