



## Neena Saju

**Nationality:** Indian **Date of birth:** 03/05/1990 **Gender:** Female

**Phone number:** (+91) 8893727078 **Email address:** [ksneena.7@gmail.com](mailto:ksneena.7@gmail.com)

**Home:** Nangeth House Thengode p.o, kakkanad, 682030 Ernakulam (India)

### ABOUT ME

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Dedicated and skilled accounting assistant adept in providing administrative assistant to accounting departments. Committed to serving as an efficient problem solver and enthusiastic team member. innovative and flexible and to be a part of a team that work towards the growth of the organization.

### WORK EXPERIENCE

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#### Accounts Assistant

*Rainbow Publishers* [ 01/02/2013 – 31/05/2022 ]

#### Accounts Executive

*Prompt Enterprises* [ 01/06/2022 – Current ]

### EDUCATION AND TRAINING

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#### SSLC

*Board of public examinations kerala* [ 2005 ]

#### PLUS TWO

*Board of Higher Secondary examination* [ 2007 ]

#### BSC ELECTRONICS WITH COMPUTER HARDWARE

*Mahathma Gandhi University* [ 2010 ]

### LANGUAGE SKILLS

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Mother tongue(s): **Malayalam**

Other language(s):

**English**

**LISTENING B2 READING B2 WRITING B2**

**SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

### COMMUNICATION AND INTERPERSONAL SKILLS

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#### JOB RELATED SKILLS

1. Manage Front Office
2. Invoice processing
3. Processing expense requests
4. Maintaining the company's debtors and creditors ledger
5. Cash book maintenance
6. Bank book maintenance
7. Maintaining the company purchase and sales ledgers
8. Banks reconciliation
9. Preparation of TDS & TDS return filling
10. EPF & ESIC Monthly Contribution filling