



NEENA SAJU

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

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Home: Nangeth House Thengode P.O, Kakkanad, 682030 Ernakulam (India)

ABOUT ME

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

Accounts Assistant

Rainbow Publishers Pvt Ltd [01/02/2013 - 31/05/2022]

- Manage office & Payroll Processing
- Maintaining the company's Debtors and Creditors Ledger
- Cash book maintenance & Bank book maintenance
- Maintaining the company Purchase and Sales Ledgers
- Banks Reconciliations
- Preparation of TDS & TDS return filling & EPF & ESIC Monthly Contribution filling

Accounts Executive

Prompt Enterprises [01/06/2022 - 11-05-2023]

- Maintaining the Billing system
- Manage all accounting Transactions
- Ensure timely Bank payments
- Reconcile accounts payable and receivables
- Handle monthly, quarterly and annual closings
- Maintaining accounts receivable files and records
- Producing monthly financial and management reports

EDUCATION AND TRAINING

SSLC

Board of Public Examinations Kerala [2005]

PLUS TWO

Board of Higher Secondary Examination [2007]

BSC ELECTRONICS WITH COMPUTER HARDWARE

Mahatma Gandhi University [2010]

LANGUAGE SKILLS

Mother tongue(s): **Malayalam**

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

COMMUNICATION AND INTERPERSONAL SKILLS

- Teamwork
- Friendliness
- Conflict resolution
- Problem-solving