

JAITHA JAYAKUMAR

ACCOUNTS ASSISTANT

CONTACT

+91 9400343639
jaithapanichikkel@gmail.com
Ernakulam

SKILLS

Energetic work attitude
Punctual
Communication skills
Organizational skills
Ability to work under pressure
Computer and software knowledge

EDUCATION

Diploma in Hindi
Vidya Vanitha College,
Muvattupuzha
2004 - 2007

HSC
Guardian Angel EMHSS, Mannoor
2002 - 2004

SSLC
HSS Valayanchirangara
2001 - 2002

LANGUAGES

Malayalam 
English 
Hindi 

PROFILE

Conscientious financial professional aiming to secure accounting role within dynamic team. Offering 7+ years of experience in the financial landscape with proven success in bookkeeping and accounting. Eager to bring value to any team through a history of excellent performance and an unyielding integrity.

WORK EXPERIENCE

Accountant & Office Staff

Viya Food Products

2016 - 2023

- Financial Data Management - Maintains a proper record of financial transactions as it relates to the bakery
- Helped in Tac preparation and Filing
- Handling suppliers and outside parties
- Timely preparation of payroll and pay-slips and ensure that proper bank accounts are credited and debited
- Monitoring debtors and creditors balance to ensure prompt payment and proper documentation
- Consistently keep a clean and safe environment by adhering to all federal, state and local sanitation and safety requirements
- Established and maintained open, collaborative relationships with the kitchen team
- Quickly and courteously resolved all guest problems and complaints
- Displayed a positive and friendly attitude towards customers and fellow team members
- Prepared operational reports and analyses and made appropriate recommendations about progress and negative trends

Sales Coordinator

HDFC Bank Ltd

2011 - 2016

- Maintain organized sales records and report month-end goal setting to the senior management team
- Arrange for creation and distribution of presentations and supporting documents to help sales team to generate business leads
- Contribute to overall customer satisfaction by promptly answering emails and calls
- Respond to complaints from customers and give after-sales support when requested
- Assist in the preparation and organizing of promotional materials or events
- Ensure adherence to laws and policies