

SAJILA MOL P M

ACCOUNTANT



CONTACT

- +91- 9400 110 200
- Sajilamonichan103@gmail.com

PROFILE

A result-oriented professional with expertise in planning and executing monthly/ quarterly /annual closure schedules, providing monthly financial statements and administering the monthly closing process. Targeting assignments in Finance & Accounts; Co. Preference: RR and Company tax consultants.

PERSONAL DATA

- **DOB** : 25th July 1996
- **FATHER NAME** : MONICHAN P C
- **GENDER** : FEMALE
- **STATUS** : UNMARRIED
- **NATIONALITY** : INDIAN

SKILLS

PROFESSIONAL

- Time management
- Problem solving
- Communication
- Creativity
- Leadership
- Reconciliation
- Team Building

EXPERIENCE

ACCOUNTANT

RR AND COMPANY TAX CONSULTANTS| 2021

- Dealing all receipts and payments.
- Manage debtors and creditors accounts.
- Maintain petty cash book.
- Bookkeeping
- Bank reconciliation and Gst return filling

EDUCATION

Diploma in professional Accounting | 2020 - 2021

- Microsoft Word.
- Microsoft Excel.
- Microsoft PowerPoint.
- Tally
- payroll

Master of Commerce [M.COM] : 2018-2020

- University of Bharathiyar

Bachelor of Commerce [B.COM] (TAXATION) : 2015 - 2018

- Fathima Arts and Science College, Moothedam (Calicut University)

PROJECT DETAILS

INVESTMENT IN POSTOFFICE

Edakkara
Postoffice,
Malapuram

Plus Two : 2013 - 2015

- Kerala Board of Higher Secondary Examination
- 84%

SSLC : 2013

- Central Board of secondary education
- (CBSE) 8.8/10

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam (Native)

STRENGTH

- Patience and Punctual
- Flexibility
- Ability to learn new things
- Finishing the Tasks in the given timeline.
- Having good Knowledge in Ms-Office. Ms word, MS excel Power point, Tally, Payroll etc..

HOBBIES

- Reading Books
- Listening Music

DECLARATION

I am the undersigned; certify that to the best of my knowledge and belief, this resume correctly describes my qualifications, my and myself.

ADDRESS

- Sajilamol P. M, pallathara (H),
pathirippadam po, Malappuram
pn:679334

SAJILA MOL P M

