

Geena Zachariah

Accounts Executive

Contact

Address

Kollam , Kerala, 690536

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Skills

Risk Assessment



Financial Planning



Cost Control



Account Management



Tally ERP 9



Data Interpretation



Dynamic and motivated professional who adapts seamlessly to a constantly evolving working environment with an open mind to learn. Seeking a fulfilling position to work and acquire new skills thereby contributing to the betterment of the organization.

Work History

Accounts Executive

The Pacific Group, Hosur (2022-02- 2022-11)

- Process daily journal entries and conduct user accountant maintenance.
- Conducting Bank reconciliations.
- Managing all accounting transactions.
- Assist with the development of process improvements.
- Maintenance and enhancement of general ledger, accounts payable, expenses, accounts receivable, fixed assets, and cash management.

Accounts Associate

John Associates, Kollam (2019-03-2021-05)

- Maintaining digital and physical financial records.
- Update expense reports
- Accurately performed bookkeeping and office tasks.
- Provided accounting and clerical support to the controller.
- Prepared general ledger posting and statements.

Education

Languages

English, Malayalam, Hindi,
Tamil

2015-18

B-COM: Computer Application

St Thomas Arts and Science College - Ernakulam
GPA: 6.12

2013-15

12th

NSS HSS - Ernakulam
Percentage:64%

2012-13

10th

NSS HSS - Ernakulam
Percentage:68%

Certifications

Diploma in Computer and Financial Management
(Center for Development of Imaging Technology)

Extracurricular Achievements / Awards

- Team leader of MERCATURA 2018, ST. Thomas arts and science college
- Team member - college badminton team (2015-2018).
- Participation in Debate competition at the College meet.