

CHRISTEENA BABY

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Mamangalam
Palarivattom P.O
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Career Objective:-

Focused Accountant successful at multi- tasking and delivering prompt and precise work. Team oriented professional with strong work ethic who prepares clear and concise financial reports with experience in the job for a year.

Work Experience:-

- ❖ Accountant –AMMA ENTERPRISES (2022 to 2023)
- ❖ Accountant – AJ FURNITURE (2019-2020)
- ❖ Junior Accountant –Classic Motor 2019 (Jan –June)
- ❖ Junior Accountant – Saj Aluminium Pvt.Ltd (2017-2019)
- ❖ Accountant – More Computers 2023 to present

Key skills:-

- ❖ Maintaining petty cash books
- ❖ Processing invoices with corresponding.
- ❖ Reconciling Monthly customer statement and collecting payment
- ❖ Daily monitoring of works, daily sales, purchase reports. posting day to day transaction
- ❖ Keeping accounts of supplier accounts.
- ❖ Preparing salary sheet
- ❖ Bank reconciliation statement.
- ❖ Prepared complex documents, reports and financial statements.
- ❖ Analyzed wide range of financial document to final discrepancies.
- ❖ Managed good and organized data for Senior Executives.
- ❖ Managed complex billing process.
- ❖ Expertly handled accounts, payments end refunds.

EDUCATIONAL QUALIFICATION

- SSLC (2012) -75%
- Plus Two (2014) – 70%
- B.Com (2017) – 69%
- Mcom (2020) 70%

Technical Qualifications :-

- Computer Knowledge
Tally, MS Office, Excel

PERSONAL DETAILS

Date of Birth : 28/01/1997
Sex : Female
Religion : Christian
Nationality : Indian
Marital Status : Married
Languages Known : English, Malayalam

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.

Date : CHRISTEENA BABY
Place : Palarivattom