

# Mariyam Raina



## Summary

---

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth..

## Experience

---

### Electronic Cable Cendor

form [Accountant](#)

Apr 2023 – Feb 2023

Managing Tally Software And Reconciliation , Entering Purchase And Sales Bill .

---

### Biju Varghese & Associates

form [Assistant Accountant](#)

Jun 2022 – Mar 2023

Entering Purchase, Sales And Bank Statement, Filling G S T Return (Gstr1 & Gstr3b), Gst Reconciliation, Preparing E Way Bill.

## Education

---

### Acca

form [Tutor Merry Grover](#)

Continue

---

### B. Com Finance And Taxation

form [Vimalayam College Kacheripadi](#)

Mar 2019 – Mar 2022

---

### Higher Secondary

form [Govt. V. H. S. S Mangayi Maradu](#)

Mar 2017 – Mar 2019

## Contact

---

### Email:

mariyamraina76@gmail.com

### Phone:

8714455325

### DOB:

18.01.2002

### Nationality:

Indian

### Gender:

Female

## Skills

---

Communication

★ ★ ★ ★ ★

Customer Service

★ ★ ★ ★ ★

Decision-making

★ ★ ★ ★ ★

Leadership

★ ★ ★ ★ ★

MS Office

★ ★ ★ ★ ★

public relation

★ ★ ★ ★ ★

Time management

★ ★ ★ ★ ★

Teamwork

★ ★ ★ ★ ★

## Language

---

English

Malayalam