



# LUBNA T

My career objective is to evolve as a successful Professional and to pursue a challenging career in an organization in the field of accounts payable .Able to follow standard operating procedures and work in methodical and tidy manner. I have a positive attitude and believe that my sincerity and diligence enable me to achieve my goals.

## PROFILE

- Provides financial information to management by researching and analyzing accounting data; preparing reports
- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Reconciles financial discrepancies by collecting and analyzing account information.
- Documents financial transactions by entering account information
- Secures financial information by completing database .
- Prepares payments by verifying documentation, and requesting disbursements.

## EDUCATION

### BACHELORS OF COMMERCE (B-Com)

- Kannur University
- Wayanad, kerala - India

### DIPLOMA IN COMPUTERISED FINANCIAL MANAGEMENT (DCFM)

- Centre for Development of Imaging Technology
- Wayanad, kerala - India

### HIGH SCHOOL

- GMHSS Vellamunda
- Wayanad, kerala - India

## SKILLS

- Ability to learn new things quickly & skilled to convey to others.
- Success to maintain good relationship with both insiders & outsiders of the organisation
- Excellent team player, Good collaborative skills.

I declare that above particulars are true and accurate to the best of my knowledge.

## Contact

### Phone

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### WhatsApp No:

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### Email

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### Address

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Nationality : Indian

## Expertise

- Professional communication
- skill Rigor
- Time management
- Self-motivated
- Accountable
- Leadership
- Interpersonal skill
- Customer service
- Proactive and focused

## Language

- English
- Malayalam