



JANISHA J

ACCOUNTANT

PROFESSIONAL EXPERIENCE

ACCOUNTANT

New World Super Market, Kannur, Kerala, India
– Nov 2022 to Oct 2024

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity.
- Audit financial transactions and documents.
- Reinforce financial data confidentiality and conduct database.
- backups when necessary
- Comply with financial policies and regulations.
- Record all transactions accurately and reconcile accounts.
- Prepare balance sheets, income statements and other reports.
- Perform cost and general ledger analysis.
- Complete tax audits ensuring compliance.
- Manage budgets and cash flows.
- Review contracts and process payments.
- Examine financial discrepancies.

DECLARATION

I confirm that the above details are accurate and genuine to the best of my knowledge and belief.

EDUCATION

Bachelor of Commerce - BCom
Virtual Interactive Business
Experiment System




PERSONAL DETAILS

Gender : Female
Date of Birth : 14-Sep-1999
Marital Status : Married
Nationality : Indian
Passport No : C 2324577
Visa Status : Visit Visa
Notice Period : Immediate

COMPUTER SKILLS

- Tally
- Window
- Peachtree
- Trade Easy
- QuickBooks
- Ms Office

LANGUAGE KNOWN

English (Native)  100%
Hindi (Advanced)  80%
Malayalam (Native)  100%

PROFILE

I am seeking a dynamic work environment where I can contribute my expertise to enhance the organization's performance, gain valuable experience in my field, and further develop my professional skills for the benefit of the company.

PHONE

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EMAIL

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ADDRESS

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