



## PERSONAL DETAILS

Mobile No +971 524247389  
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Email ID [jasnamkp@gmail.com](mailto:jasnamkp@gmail.com)  
LinkedIn [www.linkedin.com/in/jasna-mkp](https://www.linkedin.com/in/jasna-mkp)  
Address Ajman  
UAE  
D.O.B 28/05/1987  
Gender Female  
Marital Status Married

## COMPUTER SKILLS

MS Word, Excel, Power Point

Diploma in professional Accounting

Tally

## PROFESSIONAL SKILLS

Bank Reconciliations

Value Added Tax (VAT)

Finalization & Closing

Payroll & WPS

Payables & Receivables

## KEY SKILLS

Communication Skill

Team Management

Numerical skill

Leadership

Quick Learner

## PROFILE

To become a part of the organization where I can apply my knowledge, enhances skills and be able to contribute growth and success of the organization. 4 years of experience in the field of Accounts. Now looking for a suitable position with an organization which offers genuine room for progression and where I can make a significant contribution.

## WORK EXPERIENCE

- **ACCOUNTANT (W.F.H ) 2021 ONWARDS**  
**Al SALEEL Elect & Sanit Material Trading L.L.C. Ajman (U.A.E)**
  - Ensuring payments, amounts and records are correct.
  - Preparing Quotation
- **ACCOUNTANT Feb 2014 to January 2016**  
**TAAZ Building Equipment L.L.C. Ajman (U.A.E)**
  - Reviewing financial documents to resolve any discrepancies and irregularities
  - Reconciling already documented reports, statements and various transactions
  - Recommending financial actions by analyzing accounting options
  - Providing guidance on revenue enhancement, cost reduction and profit maximization
  - Preparing and analyzing financial statements like cash flow statement, balance sheet and profit and loss statement
  - Involved in preparation of bank reconciliation statement and reconciliation of debtors and creditors
  - Managed staff payroll
  - Entering internal data in MS Office
  - Created supplier invoices and updated employee expense claims to the ledgers
- **OFFICE / ACCOUNT ASSISTANT Jan 2013 – Oct 2013**  
**Popular Stores, Kannur**
  - Monitoring daily communications and answering any queries.
  - Ensuring payments, amounts and records are correct.
  - Working with spreadsheets, sales and purchase ledgers and journals.
  - Recording and filing cash transactions.
  - Controlling credit and chasing debt.
  - Invoice processing and filing.
  - Processing expense requests for the accountant to approve.
  - Bank reconciliation.
  - Liaising with third party providers, clients and suppliers.
- **ACCOUNTANT Dec 2010 – Apr 2012**  
**Malabar Cancer Care Society**
  - Payment to Suppliers & Follow-up for Payments
  - Bank Reconciliation Statement of various accounts on daily basis
  - Coordinate with managers and provide administrative support to the management on executive level on a regular basis and liaising with internal/external auditors
  - Creating, reviewing and presenting budgets

PASSPORT DETAILS

Passport No : W 2638083

Date of Issue : 08 -07 - 2022

Date of Expiry : 07 -07 – 2032

CERTIFICATE

B.Com Calicut University

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

HOBBIES

- Travelling
- Reading
- Cooking
- Hearing Music

➤ ACCOUNT ASSISTANT Apr 2008 – Nov 2008  
ABC Sales Corporation

- Maintaining day book
- Auditing work and Cross Checking of entries
- Sales Tax Related Work
- Assisting Value Added Tax Work
- Preparation of Trading & Profit & Loss Account and Balance sheet

ACADEMIC CREDENTIALS

- 2022 MBA (Finance and HR)  
Kannur University
- 2007 B. COM (Co-operation)  
Calicut University
- 2004 PLUS TWO (Commerce)  
Board of Higher Secondary Examination, Kerala
- 2002 SSLC  
Board of Public Examination, Kerala

PROJECT

- Equity Research Analysis of FMCG Companies with reference to Hindustan Unilever Ltdat Hedge Equities, Ernakulam.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

JASNA MKP