



PERSONAL DETAILS

Mobile No +971 524247389
+971 551476740

Email ID jasnamkp@gmail.com

LinkedIn 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