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Rolla, Sharjah

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

PROFESSIONAL QUALIFICATION

- Bachelor of Commerce
Mahatma Gandhi university
2010-2013
- M COM, Mahatma
Gandhi university
2014-2016

COMPUTER SKILL

Tally ERP 9

Microsoft word, excel, access,
power point

Pact Software

JAYALAKSHMI A M

OBJECTIVE

To work in a challenging environment and put forward a worthwhile contribution in the industry and achieve a growth -oriented position in a professionally managed and dynamic organization

LATEST PROFESSIONAL EXPERIENCE

- **Accountant : BAITHANS REAL ESTATE SHARJAH**
Working as an accountant and front desk staff in
Baithans Real Estate Sharjah Rolla from 2019-2022
- Accountant : Kairaly auto solution from 2017-2018
- Junior Accountant at J J Distributors from 2016-2017

JOB RESPONSIBILITIES

- Prepare monthly financial statement for company
- Ensure accurate and timely monthly close activities
- Prepare monthly account reconciliation
- Review accounts payable and accounts receivables
- Preparations of salary statements and slips
- Prepare balance sheet reconciliation
- Received payments, posted transactions and monitored accounts for past due issues

DECLARATION

I hereby declare that the above mentioned statement are the true and correct to the best of my knowledge and belief

JAYALAKSHMI