



JISHA CHERIAN

ACCOUNTANT

To secure a challenging position where I can effectively contribute any skills as professional processing competent technical skills and enhancing the growth of the firm. Special interest in maintaining books of accounts.

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📍 : Dubai, U.A.E.

EDUCATION

- **Masters of Commerce**
In University of Kerala (2020-2022)
- **Bachelors of Commerce**
In University of Kerala (2017-2020)
- **Higher Secondary**
Completed in 2017
- **SSLC**
Completed in 2015
- **Diploma in Computerized Financial Management with Tally PRO (2020)**

PERSONAL INTERESTS

- Listening to Music
- Diary Writing
- Reading Books

LANGUAGE

Read : English, Hindi, Malayalam
Write : English, Hindi, Malayalam
Speak : English, Malayalam, Tamil

REFERENCES

JIJI ZACHARIAH KURIAN
(TAX CONSULTANT)
Mobile: +91 9605052333

CAREER TIMELINE

ACCOUNTANT CUM AUDIT ASSISTANT

Varghese Mathew & Associates
Chartered Accountants, Pathanamthitta, Kerala, India.
(JULY 2022 – JANUARY 2024)

PROFESSIONAL EXPERIENCE

- Maintained accounting records of clients including journal and ledger entries.
- Performed verification of bills & reconciliation of turnover.
- Provided financial information to clients by researching and analyzing accounting data; preparing reports.
- Ensured all tax returns are filed timely.
- Filed GST, ESIC and EPF.
- Substantiates financial transactions by auditing documents.

INTERNSHIP

- Internship at Nilamels and Kaimels Foods PVT. LTD, Kinfra International Park, Trivandrum (13.01.2022-27.01.2022)

PROJECT

- A Study on Consumer Perceived Risk in Online Shopping.

PROFESSIONAL SKILL SUMMARY

- Well-versed with Tally ERP.9 and MS Office.
- Quick response and lead time.
- Pressure handling and critical thinking.
- Have good communication and correspondence skills.
- Time management and analytical skill.
- Willing to learn and work in a team.

PERSONAL DETAILS

Residential Address : Kuttisseril J&J House, Peringala P.O, Kayamkulam- 690559
Date of Birth : 25th June 1999
Gender : Female
Marital Status : Single