

RESHMA JITHIN



Contact

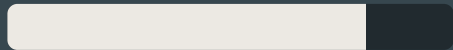
@ reshmakodappadath@gmail.com

+971551570449

Zwena building Al musalla sharjah ,UAE

Skills

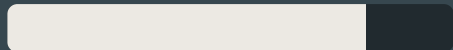
•Strong Organization skills 80%



•Efficient Time management skill. 80%



•Ability to work well in a team 80%



• Ability to handle sensitive, confidential information 80%



Languages

English

Malayalam

Hindi

Tamil

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

Abishek Electronics, Thrissur, Kerala

2020 -

Accountant

2021

- Entering accounting related data into Tally ERP on daily basis which includes sales,purchase, expenses, General ledger.

- Maintaining documents filing (such asTax Invoice bothAR & AP), sales orders, purchase orders and scanning records to ensure all files are kept up to date physically and in server

- Verifying Petty cash expense and posting to the appropriate ledgers in the system software.

- To ensure the ERP is accurately updated for all inventory transactions and adjustments

- Reconciling bank statements and submitting there conciliation for approval

- Assisting in month end entries & closing.

EDUCATION

University of calicut

2020-

Master of commerce (Finance)

2022

University of calicut

2017-

Bachelor of commerce (Cooperation with CAT)

2020

CBSE

2017

Higher education (commerce)

COMPUTER PROFICIENCY

TALLY ERP.9

MS EXCEL and MS Power point

ADDITIONAL INFORMATION

Sex : Female

Nationality : Indian

Marital status : Married

Passport number : U2406135

Visa status: Husband Visa (valid upto 2024)