

ASHA BIJU

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Kottayam, India 686012

SUMMARY

Supportive Accounting Assistant known for taking initiative to maintain best-in-class accounting services. Proven history of helping modernize offices while maintaining financial recordkeeping. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience.

SKILLS

- Recordkeeping Expertise
- Correspondence Management
- Presentation Skills
- Account Reconciliation
- Customer Relationship Development
- MS Office
- Verbal and Written Communication
- Mail Sorting
- Expense Tracking
- New Employee Orientation

EXPERIENCE

ACCOUNTANT ASSISTANT | 01/2021 to Current
Zion Rubbers - Kottayam, IN

- Reconciled company credit cards, expense accounts and other expenses and financial records.
- Organized and maintained chart of accounts and updated monthly entries and adjustments for payroll.
- Coordinated timely payments from vendors, clients and account holders.

SERVICE COORDINATOR | 01/2020 to 03/2020
Petra info serve - Kottayam, IN

- Provided timely feedback to management on service failures and customer concerns.
- Monitored email and phone communication to provide prompt responses and solutions.
- Communicated with customers upon service completion to answer final questions and determine level of customer satisfaction.

EDUCATION AND TRAINING

Bharathiyar University - Combaithore
Master of Arts
M.com, 12/2019

CMS College - Kottayam
Bachelor of Arts
B.com Finance And Taxation , 03/2017

Nss Hss - Karapuzha Kottayam
High School Diploma
03/2014

Mount Carmel - Kottayam
High School Diploma
03/2012

LANGUAGES

English:

A2

Elementary

Malayalam:

B2

Upper Intermediate