

ALEENA POULOSE (24Years)

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Seeking a challenging career in finance, and human resources sector with growth potential, in an organization, where my education, experience and personal capabilities are utilized to assist the organization in conquering its business challenges with special emphasis on quality of service.

WORK EXPERIENCE

1. 2020 : Accountant Cum HR Executive
VC interiors Trivandrum.
 - Preparation of Journal and vouchers.
 - Maintaining Accounting documents and records.
 - Processing of Accounts payable and receivables.
 - Daily and Monthly reconciliation.
 - Analysis of Trial Balance and General Ledgers.
 - Daily balancing of Cash.
 - Daily data entry and maintenance of records.
 - Maintain GST filing records.
 - Expense reports.
 - Payroll.
 - Budgeting
 - Budget Tracking
2. 2018- 19: Accountant
APOLLO Steels and Hardware, Kerala.

EDUCATIONAL QUALIFICATION

- 2016-18: Master of Business Administration (MBA)
(specialized in Finance &HR)
Kannur University, Kerala.
- 2013-16: Bachelor of Business Administration (BBA)
Kannur University, Kerala.
- 2011-13: Higher Secondary Education.
G H S S Kamballur, Kerala

SKILLS:

- Experienced in Accounting & Finance.
- Experienced in Commodity Online Trading.
- Analytical thinking and planning.
- Accuracy and attention of details.
- Problem Solving
- Self- motivated
- Responsible
- Keen to improve skills.
- Punctual
- Sincere

ADDITIONAL QUALIFICATIONS

2015-16: SAMBAT

Sree Sankaracharya Computer Center, Kerala

2016-17: Financial Markets -Commodity Online Trading

Commodity Online Institute of Financial Training

ACADEMIC PROJECTS

2 Months: A study on Work Life balance among Employees

Kerala state Rubber Co-operative Ltd. (RUBCO),
Kerala.

1 Month: A study on Quality of Work Life balance among
Employees.

Dinesh Food Products Kannur, Kerala.

ACHIVEMENTS

1. Paper Presented on Demonetisation of Currency and
Its impact on Indian Economy-ACCOLADE 2017.
2. Secured Second position in National Management Fest
2017- ASPIRO 2017.

DECLARATION

I hereby declare that, the above information's are correct and if selected, I would perform the assigned duty with integrity for the betterment of the objectives of the Company/Enterprise.

TECHNICAL SKILLS:

- Good knowledge in:
 1. MS Word.
 2. MS Excel.
 3. MS Power Point.
 4. Tally ERP9.
 5. PeachTree.
 6. QuickBooks.
 7. Tradeasy.
 8. HRMS

LANGUAGES:

- Fluency in:
 1. English.
 2. Malayalam.