

# Jesna Narayanan

## ACCOUNTANT

Detail-oriented Accounting Assistant bringing 10 months of experience in the accounting landscape. Skilled in account management, GST returns and 2B reconciliation. Hard-working and proactive with solid foundation of trustworthy and dependable performance.



✉ jesnanarayanan3@gmail.com

☎ 9961923555

📍 RAMALAYAM HOUSE, KERALA, INDIA

## EDUCATION

### Master Of Commerce

Indira Gandhi National Open University

01/2023 - Present

Vatakara

#### Courses

- Accounting and Finance

### Bachelor's of commerce

Govinda Pai Memorial Government College  
Manjeswar

06/2018 - 07/2021

Karnataka, India

#### Courses

- Bachelor of Commerce with Corporation

## WORK EXPERIENCE

### Junior Accountant

Ramanath Prabhu N Chartered Accountant

01/2023 - Present

Kerala, India

#### Achievements/Tasks

- GST monthly and quarterly returns filing.
- Income tax registration.
- Provided assistance in preparing monthly financial statements.
- Coordinated timely payments from vendors, clients and account holders.
- Preparation of Excel balance sheet.
- Cooperate management.

### Accountant Associate

BRQ Associates.

11/2021 - 06/2022

Kerala, India

#### Achievements/Tasks

- GST monthly and quarterly filing.
- GSTR 1 and GSTR 3B preparations for payment of tax.
- Prepared and filed tax returns for upwards of 25 clients using Microsoft Excel software.
- Created and submitted invoices according to the financial schedules.
- Assisted with customer requests and answered questions to improve satisfaction.
- Bank loan assistance.
- General book keeping and Accounting.

## SKILLS

Microsoft Excel

Ms office application

Account evaluation

Taxation

Book keeping

Communication skill

Leadership

Accounting and Finance

## LANGUAGES

Malayalam

Native or Bilingual Proficiency

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

## INTERESTS

Accounts handling.

Customer service.

Work as team lead.