

mail : jumanajumi1919gmail.com

Professional with experience in office administration, Document control, and financial management. Proficient in providing Administrative support, Managing Documents, and Performing financial tasks. Seeking a challenging role that utilizes my skills to drive team and organizational success. Skilled in General accounting, Budgeting, and regulatory compliance. Proven track records of maintaining accurate records, and supporting audits. Proficient in Microsoft Word and Microsoft Excel.

SKILLS

MS Office proficiency

Team Coordination and Leadership

Data Entry and Mail handling

Accounts payable accounts receivable

Self motivation

Time management

Problem solving

LANGUAGES

- English (Intermediate)
- Malayalam (Fluent)
- Tamil (Native)

EXPERIENCE

HR Admin

2025—2025

Benzer Passenger Transportation

Manage HR database, attendances and performance records, prepare employment contract and offer letters, track employee participation & development progress.

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief and I earnestly assure that I can put my utmost potential and skills to the fullest satisfaction of the firm.

Jumana R A

EDUCATION

Bachelor of Commerce

University of calicut

2022—2024

Professional Diploma In Accounting

Gtec Institute

2023—2024

CERTIFICATIONS

DIFA (Diploma In Indian & Foreign Accounting

2024

Tally Prime

2024

IAB (International Assosiation Of book keepers)

2024