

Email : jumanajumi1919@gmail.com

onal with experience in office administration, Document control, g.Proficient in providing Administrative support, Managing Documents, Performing financial tasks. Seeking a challenging role that utilizes my namic team and organizational success. Skilled in General accounting d Cost analysis. Detail-oriented and results-driven Accountant with Budgeting, and regulatory compliance. Proven track records of aintaining accurate records, and supporting audits. Proficient in ly 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 databases, attendances and performances 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