



Raveena Rajeev

PROFESSIONAL SUMMARY

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

WORK HISTORY

Junior Accountant Dec -2021 to Sep -2023
Upasana Healthcare and Hospitals PVT LTD
(RP group of companies) Kerala, India

- Posting and processing journal entries to ensure all business transactions are recorded.
- Updating accounts receivable and issue invoices.
- Updating accounts payable and perform reconciliations.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit week weekly/monthly reports.
- Assist senior accountants in the preparation of monthly/yearly closing.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist with other accounting projects.




EDUCATION

Certificate of Higher Education:

BACHELOR OF COMMERCE – COMMERCE WITH
COMPUTER APPLICATIONS

Sree Narayana college of technology -University of
Kerala, India (July 2017 – April 2020)

CONTACT

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SKILLS

- Proven experience as a junior accountant
- Effective under pressure
- Administrative support
- Great attention to detail
- Good understanding of accounting and financial reporting principles and practices
- Excellent organizing abilities
- Excellent knowledge MS office and familiarity with relevant computer software
- Pursuing CMA US
- Good with numbers and figures and an analytical acumen

LANGUAGES

Malayalam: Native language

English: C1
Advanced

Tamil: B2
Upper intermediate

Hindi:
Intermediate