

JASEELA JAMALUDHEEN

DOCUMENT CONTROLLER

To associate with a reputed organization where my knowledge and skills can be efficiently utilized and help in building my career in the field of accounts and management .



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📍 Abu Dhabi, United Arab Emirates

WORK EXPERIENCE

BILLING CUM CASHIER HYDE PARK HYPERMARKET

2024 - Present

Abu Dhabi, United Arab Emirates

Achievements/Tasks

- Processed customer transactions accurately and efficiently using software
- Provided exceptional customer service, resolving inquiries, and addressing concern.
- Operated cash register, Processed payments, and issued receipts accurately.

Junior Accountant LIMRA INDUSTRIES PVT LTD

2022 - 2023

Kerala, India

Achievements/Tasks

- Maintain accurate and up to date general records
- Used Tally Prime accounting software to perform book keeping, invoicing and bank reconciliation
- Support month-end and year-end closing process
- Business Transactions recording
- Daily book keeping of invoices, expenses & payments
- Documenting and maintaining records of bills, payments, invoices etc.
- Prepare payment voucher and cheque.

TEACHER CMLP ENGLISH SCHOOL

2018 - 2021

Kerala, India

Achievements/Tasks

- Making effective use of assessment for learning
- Setting tasks that challenge students and ensure high levels of interest.
- Observing and assessing children in line with school assessments.
- Taking responsibility for the progress of a class .
- Support the Organising and taking part in school events and activities.

EDUCATION

Accounting: Certified Computerized Financial Accounting.

Keltron Knowlegde Centre, Kerala

2023

Bachelor of Computer Application (BCA) Kannur University

SKILLS

Tally ERP & Tally prime

Data Organization

Invoice Processing

Bank reconciliation

Customer Relations

Data Analysis

Book keeping

Document Management system

Voucher Entries

Journal, Purchase and sales Entry

MS Office and Outlook

Data Entry

PROFESSIONAL COMPETENCE

Good Knowledge of Tally ERP9 and Prime .

Proven experience in accounting roles of internships.

Proficiency of accounting principles and regulations.

Proficiency in MS Office and Outlook .

CERTIFICATES

Certified Computerized Financial Accounting with Specialization in Indian and Foreign Accounting .

Certified Diploma in Applied Counselling.

LANGUAGES

English

Hindi

Malayalam

Tamil

VISA STATUS

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