

SUJISHA NAVEEN



Contact

Address

AK house, Kurichiyil (PO),
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Kerala

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Skill Highlight

- Auditing
- Client manager
- Payroll bureau
- Bank reconciliation
- Journal and ledger posting
- Maintaining Income statement
- Finalization of Accounts
- Generating reports
- VAT filing
- VAT Registration

Technical skills

- Outlook
- Word
- Excel
- Tally
- Peach tree

Summary

Dedicated Master Degree in Commerce with 6 years of experience in India and Kingdom of Bahrain. **To secure a position as a teacher and utilize my dedication to foster quality education required for a child's development.**

Experience

Commerce Teacher :Presently working as a commerce teacher in Vanaprastha International School , Hosur, Tamilnad

Senior Accountant 2017 January to till July 2020 –

Harvard Capital Consultancy in Seef, Kingdom of Bahrain

Company Profile:

Accounting Consultancy, Business plans, VAT Consultancy.

Accountant cum Admin

Rockweed international Bahrain

Company Profile: Interior decoration,shop fitting,Office furniture etc

Period:23/07/2015 to 31/12/2016

Guest Lecturer

IHRD College Kuthuparamba

Period :23/06/2014 to 31/03/2015

Lecturer

Co Operative College of Information and Technology

Period :12/07/2013 to 05/06/2014

Course Co-Ordinator

Kannur University, Kerala

Period: 03/08/2010 to 15/12/2011

Guest lecturer

Govt Residential polytechnic college Payyannur, Kerala

06/06/2009 to 31/03/2010

Education

Master degree in Accounting (M.Com)-Kannur University

B.com Computer Application-Kannur University

DATE OF BIRTH : 23/05/1986

PERSONAL INTERESTS

Shopping | Traveling | Reading

REFERENCES

References are available on request.