

# SANA K RAJENDRAN

Building: 659, Road: 4112, Juffair, 341 Manama, Bahrain

sanarajendran1994@gmail.com

0973-38234985,0973-39298913



## PROFILE

Dependable accounting professional acknowledged for reliability, integrity and quick-learning ability. Highly skilled in accounts receivable with eye for identifying and correcting errors. Dedicated with strong work ethic and resourceful nature. Highly analytical and able to complete accounting activities with accuracy and speed.

## PERSONAL DATA

Date of Birth : 25/10/1994

Nationality : Indian

Gender : Female

Marital Status : Single

Mother Tongue : Malayalam

Passport No. :R0972095

Current Location :Juffair

## PROFESSIONAL EXPERIENCE

**MOHAMMED JALAL AND SONS COMPANY LTD,**

*Assistant Accountant*

Oct 2018 – present  
Manama, Bahrain

- Communicated with suppliers to reconcile invoice payments.
- Monitored status of accounts receivable and payable to facilitate efficient processing.
- Accurately prepared the receipts and financial statements.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Performed accounting operations with the use of accounting systems and software.
- Assisted senior accountant in daily accounting procedures and tasks.
- Compiling and analyzing account information.

**Manappuram Group Of Companies, Junior Associate**

Mar 2018 – Aug 2018

Thrissur, India

- Contacted customers and prospects to generate new business for loans to achieve company goals.
- Set up appointments with potential and current customers to discuss new products and services.
- Maintained routine communication with clients to assess overall satisfaction, resolve complaints and promote new offerings.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Trained new employees on accounting principles and company procedures.
- Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.

**COURSES**

**Master of commerce**, Bharathiar University  
Specialized in finance

May 2016 – Aug 2018  
Thrissur, India

**Master of business administration**, Calicut university  
Specialized in finance and hr

Sep 2015 – Sep 2017  
Thrissur, India

**Bachelor of Commerce**, Calicut University  
Specialized in finance

Jul 2012 – Aug 2015  
Thrissur, India

**LANGUAGES****English****Malayalam****Hindi****INTERESTS**

Travelling, Driving, Listening Music

**SKILLS****Communication skill****Willingness to learn****Hard Working****Self motive****Positive Mind****Good team Player****CERTIFICATES**

- Certified in Digital Marketing (Advanced Course)
- Operating system

- MS Excel
- MS office

## COMPUTER SKILLS

- MS office
- Tally
- Peachtree
- Daceasy

## ACCOMPLISHMENTS

### Awards

- Actively participated as a volunteer of 'Eminence 2K15' college fest at ELIMS.
- Successfully completed Bharath Scout and Guide and receiving Rajyapuraskar award from former Kerala Governor R.S. Gavai.
- Co-ordinate 'HR Game' conducted as part of 'HENOSIS2K16' intra college fest at ELIMS.
- Co-ordinate 'JOB FAIR' event held at ELIMS.
- Actively involved as a volunteer team MEGA JOB FAIR conducted by Ministry of Labor and Employment, Govt. Of India in co-ordination with M/s society for Integrated Growth of Nation, Kochi and Kerala Chamber of Commerce and Industry.
- Participated in Management fest 2k15 held at TIMS college, Edappal.

## PROJECTS

### Investors Perception Towards Derivative Markets - Major (MBA)

Duration: 45 days-A study on investors' perception towards derivative market was carried out in Sharekhan Ltd,Kochi

### Impact of Disciplinary Protocol on the performance of employees - Minor (MBA)

Duration: 21 days-A study on impact of disciplinary protocol on the performance of employees at Ashtangam ayurvedha chikitsalayam vidhyapeedam, kootanad.

## REFERENCES

**Rajendran K K**, A/C Mechanic, Y.K.Almoayyed  
0973-39298913

**Jyothis Rachel**, Asst. Professor, Elijah institute of management studies  
+91 9446286624

## PERSONAL DECLARATION

Furnished upon request.

In the view of the above particulars, please consider this application and give me an opportunity in your esteemed organization. I assure that I would carry out my duties to your entire satisfaction.

Thanking you,

SANA.K.RAJENDRAN