**Shamnas.P**



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# Summary

Capable Accounting Assistant successful in completing tasks in an extremely deadline-driven environment. Extensive knowledge of accounting software and processes, proficient in prioritizing and finishing tasks in a timely manner, yet flexible to multitask when needed. Works well independently as well as collaboratively in a team setting.

# Experience

Infomac Systems (Kerala, India)

Account Assistant (August 2015-Sept 2016):

I am currently in charge of providing financial information to the management by analyzing various accounting information.

* Used automated accounting systems for data input and obtaining report.
* Provided quotations for new and renewals business.
* Maintained accounting ledgers.
* Processed various accounting transactions.
* Maintained records of payment information.

Secure Solutions (Kerala, India)

Trainee Accountant (May 2014- June 2015)

* Data entry and retrieval.
* Liaised with businesses.
* Attended the needs of multiple clients simultaneously.
* Collated and formatted data to be presented to the team leader.

# Skills and Other Achievements

* Proficient in the various aspects of Microsoft office in relation with bookkeeping and familiar with the accounting software Trade easy.
* Excellent analytical & problem solving skills.
* Exceptional interpersonal and communication skills, including good presentation and report writing skills, a fluent speaker of English, Hindi and Malayalam.
* Well versed with the basic accounting principles, international accounting standards and process which include recording transaction in the books of accounts and reconciliation of the same.

# Education

# Bachelor of Business Management (Sreenivasa Institute of management, Mangalore 2012-2015);

# C.B.S.E higher secondary school examination (S.N.Vidya Mandir, 2010-2012).

# Personal Profile

Date of birth : 17 March 1994

Nationality : Indian

Visa details : Visit Visa (Valid Till 03 Jan 2017)

Marital status : Single

Interests & Hobbies : Photography, Travel