CURRICULUM VITAE

**SHERIN**

E-mail: [sherin.352979@2freemail.com](mailto:sherin.352979@2freemail.com) Dubai UAE.

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| Career Objective | To be associated with a progressive organization that gives me an opportunity to select a challenging career and be a part of the team that dynamically works towards the growth of organization |

**KEY MANAGEMENT SKILLS:**

* Tactical Financial Planning                                Budgeting & Forecasting
* Cost Control & Profit Management                    Financial Reporting
* General Accounts                             Leadership & Supervision
* Payroll Management & Executive                      Bank Reconciliations and Tax Accounting
* Accounts management using Tally.ERP ,Peachtree, Quick Book and Software support done for Tally
* I worked as a **Cashier**,**Gold appraise**r and even as customer service executive in front office.

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| Academic Credentials | * M.com under Madurai Kamaraj University in 2013 ,Kerala * B.com Degree Under Calicut University in 2008 , Kerala * Plus Two, Board of Higher Secondary Examination, kerala * Secondary School Leaving Certificate , Kerala |
| Areas of specialization  Work Experience  Job Responsibilities  Computer Proficiency | * Commerce   .   * Worked as an ACCOUNTS ASSISTANT cum TALLY SOFTWARE SUPPORT (sales & service) under Spectrum computers Kannur, Kerala (Authorized Master Tally partner –Tally India PVT Ltd) From June 2009 to June 2011. * Worked as an Accountant in ZUARI Furniture, Kannur, Kerala (July 2011 To Dec 2011) * Worked as an JR ASST (Gold loan) in MANAPPURAM FINANCE LTD, Kannur,Talap Branch, Kerala (Jan 2012 to sep 2012) * Worked as an Accountant in Kunnumpurath Traders, kannur Kerala (May 2013 To May 2015) * Working as an Medical Representative in Medopharm pharmaceuticals Pvt Ltd. (May 2015 – Nov 2015) * Working as an Medical Representative in Wallace Pharmaceuticals Pvt Ltd. (from Nov 2015 – Mar 2017) * Prepare and post transnational vouchers with supporting documentation. * Practical in Indian and foreign accounting (Tally.ERP 9,Peachtree,Quickbooks) * Accounts payable/receivable and bank reconciliations. * Assist with payroll administration. * Assist with implementation of new systems and policies and procedures. * Establish, maintain, and coordinate the implementation of accounting and internal control procedures. * Prepare and review budget, revenue, expense, invoices, and other accounting documents. * Prepare profit and loss statements and monthly   closing and cost accounting reports.   * Supervising inventory department to make sure that all the receiving and issuance has recorded properly .   Involved in project accounting   * I handled **cash** as a **Cashier** and I **worked** as **Gold** appraiser and even as customer service executive in front office. * Diploma in computerised financial Accounting.(Indian & foreign) (TALLY ERP, PEACHTREE, DAC EASY, QUICBOOKS)   Diploma in Microsoft MS office (Excel,Word,Power point etc)  Knowledge of Tally 7.2& 9.0 ERP & ERP Software.  Knowledge of Sales Tax, TDS, Service Tax.  Expert Knowledge in computer related operations.  Windows XP, Windows 7, Windows 10  Knowledge of Tally software support |
| Personal Information  Passport Details  Personal Strengths | Name SHERIN  Date of birth 13 MAY 1988  Nationality Indian  Gender Male  Marital Status Single  Religion Hindu  Readiness to take responsibilities, Confidence, Self-Motivation, Sincerity, Adaptability, Flexibility, Hard work, Enthusiasm and Optimism |
| Driving License | Holder of Valid Indian Driving License (Two wheeler &Light motor vehicle) |
| References | Available on Request |

**DECLARATION**

I hereby declare that the above information is true to the best of my knowledge and I shall be held responsible for the correctness of the above mentioned particulars.

DATE:

PLACE: **SHERIN**

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