CURRICULUM VITAE

**SHERIN**

E-mail: 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
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| Areas of specializationWork ExperienceJob ResponsibilitiesComputer 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 10Knowledge of Tally software support |
| Personal InformationPassport Details Personal Strengths | Name SHERIN Date of birth 13 MAY 1988Nationality IndianGender MaleMarital Status SingleReligion HinduReadiness 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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