**CURRICULUM VITAE**

**SHALIMAR**

E-MAIL: **SHALIMAR.361636@2freemail.com**

**OBJECTIVE**

To seek a meaningful and challenging career in a dynamic and professionally managed organization. Looking forward for a position where responsibility is entrusted and where I can effectively contribute to the organization, and also to satisfy my passion to learn and experiment on new things and lead success through difference. To pursue a challenging career where my knowledge will be optimally utilized and grow with the organization by evolving a sense of participation and team work towards the achievements of organizational goals.

**WORK EXPERIENCE**

**Company : M/s. LUKMANIYA AYURVEDICS, Thrissur.**

**Designation : “ACCOUNTANT”**

**Period : MARCH 2015 TO TILL DATE**

**Work profile**

* Completing the financial report on a regular basis and providing information to the finance team
* Completing bank reconciliation
* Verifying balance in account book and rectifying discrepancies
* Verifying bank deposit
* Managing day-to-day transactions
* Handling accrual and pre-payment
* Resolving errors in financial report and correcting fault reporting method
* Entering financial information in to appropriated software
* Reporting on debtors and creditors
* Completing work order
* Posting daily receipt
* Processing business expense
* Recording office expenses and ensuring these expense are within the set budget
* Reviewing computer report for accuracy and tracing error to their source Encoding accounting entries for data processing
* Sorting financial documents and posting them to proper accounts
* Preparing financial documents such as invoices ,bills ,and accounts payables and receivables
* Managing office ledger
* Assisting seniors with audits
* Handling accounting day to day transactions.

**EDUCATIONAL QUALIFICATION**

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| **MBA Financial Management** | **Christ College,irinjalakuda****Bharathiyar University** | **2012-2014** |
| **Bachelor of Commerce** | **St. josephs college ,Irinjalakuda****MG University** | **2008-2011** |
| **Certificate 12th Secondary School** | **G.V.H.S.S Thalikulam****Kerala State Board** | **2006-2008** |
| **Secondary School** | **SCGHS Peringottukara****Kerala State Board** | **2005-2006** |

**Computer Skills :** ERP 9 Tally, Microsoft Office-2010, 2013, 2017 etc.

**Typing SKILLS :** English with Good Speed

**PERSONAL SKILLS :**

* Positive attitude, self-motivation and logical thinking.
* Interpersonal and Communication skills, coupled with strong technical and problem solving capabilities.
* Ability to work independently with minimum supervision in a fast-paced environment.
* Interested in learning new technologies and mastering new skills
* Ability to work in a fast paced changing environment.
* Willingness to work flexible hours.
* Motivated and committed to excellence
* Confident and hardworking with a positive attitude.
* Good communication and interpersonal skills.
* Team player with the ability to lead
* Punctual and systematic.

**INTERNSHIP PROJECTS**



**KSE Limited, Irinjalakuda, Thrissur on *“Working Capital Management”.***

**LANGUAGES KNOWN:**

English, Malayalam & Tamil,etc.

**PERSONAL DETAILS :**

Gender : Female

Date of Birth : 31st March 1991

Nationality : Indian

Marital Status : Married

**PASSPORT DETAILS :**

Date of Issue. : 08 / 02/ 2017

Date of Expiry : 07 / 02 / 2027

Place of Issue : Cochin

**DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above-mentioned particulars.