**Shygul**

**E-mail** : shygul-395692@gulfjobseeker.com



**Objective:**

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization

**EDUCATION AND PROFESSIONAL AFFILIATIONS**

* Currently pursuing MBA (General) in Kamaraj University - Madurai
* B.Com (C.A) – Bachelor degree in Commerce (Computer Application)

Mohamed Sathak Arts & Science College (affiliated with Madras University), Chennai, India – May 2018

* Higher Secondary Course with 83.5% marks

Gandhi Matriculation Higher Secondary School, Tamil Nadu, India – May 2015

**Additional Qualification:**

* Diploma in Windows Application Hardware and Basic Networking BIOS Computers, Thanjavur

**Skill Sets:**

* Tally ERP 9.0
* Written and communication skills
* Microsoft Office Excel, Word, PowerPoint

**Summer Training**

Six months training in Balu Import & Export Company. Training involves-

* Maintaining the books of accounts up to finalization.
* Receipt, issue and inventory control of material.
* Bank deposits, Payments and reconciliation.
* Preparation of Month end reports, Year end reports.
* Evaluate monthly profit and loss account.
* Checking vouchers with supporting documents.
* Checking all the tax related documents.
* Correcting the ledger accounts.
* Preparation of Vouching Notes.
* Preparation of Depreciation statements.



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**Achievements:**

* Participated in District level sports meet and bagged 1st prize.
* Participated in Zonal level sports meet and bagged 1st prize.

**Key Strength:**

* Team player
* Self-motivated professional with strong technical knowledge and communication skills
* Ability to learn new things quickly

**Personal Details:**

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| Date of Birth | : | August 08, 1997 |
| Nationality | : | Indian |
| Languages Known | : | English, Tamil |
| Interests | : | Reading, Sports |
| Visa status | : | Visit Visa |
| Visa Validity | : | 25-01-2020 |



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