

**ADWAITH SHANTY**  
*FINANCE & ADMINISTRATION*

*Email ID : Adwaitshanty12@gmail.com*

*Mobile Number : 7306554386*

*Address : Perumana H,*

*Kudiyamala P O,*

*Kannur*

*Pincode:670582*

**CAREER OBJECTIVE**

*Seeking exciting opportunities in the field of finance and administration that will utilize my education and experience and contribute as a team player in the overall success of the company.*

**ACADEMIC QUALIFICATION**

<b>QUALIFICATION</b>	<b>YEAR</b>	<b>BOARD/UNIVERSITY</b>	<b>INSTITUTE</b>
<i>Diploma in Material Management</i>	<i>2021</i>	<i>Global certifications</i>	<i>Accountants service society</i>
<i>B.COM computer applications</i>	<i>2020</i>	<i>Kannur</i>	<i>Devamatha Arts&amp; Science College</i>
<i>12<sup>th</sup></i>	<i>2017</i>	<i>State Board</i>	<i>MQHS , Kudiyamala</i>
<i>10<sup>TH</sup></i>	<i>2010</i>	<i>State Board</i>	<i>MQHS, Kudiyamala</i>

**PORTFOLIO**

*Linkedin <https://linkedin.com/in/adwaitshanty12>*

## **CERTIFICATIONS**

*SAP*

*SAP GLOBAL CERTIFICATIONS*

*Tally ERP 9*

*Tally Education Private Limited*

*GST*

*GST Suvidha Providers*

## **SOFT SKILLS**

- *Responsible*
- *Quick Learner*
- *Team player*
- *Leadership Quality*

## **COMPUTER SKILLS**

- *SAP Financial Controlling & Material Management Modules*
- *Tally ERP 9*
- *IntuitQuickBooks*
- *Microsoft Excel, Word, PowerPoint*

## **PERSONAL DETAILS**

- *Date of Birth* : *21-12-1999*
- *Gender* : *Male*
- *Nationality* : *Indian*
- *Marital Status* : *Single*
- *Language known* : *English (Professional Working Proficiency)*  
*Malayalam (Bilingual Proficiency)*  
*Hindi*

## **EXPERIENCE**

### *ACCOUNTANTS SERVICE SOCIETY*

#### *Accounts department*

- *Performed all accounting features ,including Bank Reconciliations, expense accruals and reviewing of bookkeeper's entries.*
- *Reviewed ,prepared and issued bills and invoices.*
- *Assisted with incoming earnings and outgoing payments.*
- *Organized files, records and cash and cash equivalents to comply with policy and procedures.*
- *Analyzed financial data to ensure it was recorded and reconciled.*

## **TRAININGS**

### *ANDROID APPLICATION DEVELOPMENT*

*Attended training on android development*

## **DECLARATION**

*I hereby declare that all information contained in the resume is in accordance with facts or truths to my knowledge . I take full responsibility for the correctness of the said information.*

**PLACE :KANNUR**

**ADWAITH SHANTY**

**DATE:**