

# SHERIN AUGUSTINE

#### **CONTACT INFO**

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#### DECLARATION

I hereby declare that the above information's are true and correct the best of my knowledge and belief. I bear the responsibility for the correctness of the above mentioned particulars.

SHERIN AUGUSTINE



# CAREER OBJECTIVE

To be able to contribute to the growth of the organization and to achieve greater heights of excellence on par with the brightest of the organization by performing my duties to the best of my ability.



## **EDUCATION**

2019-2022

# **B** com Co-operation

B grade

M.G University Kottayam

Kerala, India

2022-2023

#### **ADPA**

Advanced diploma in professional accounting(ADPA)

Tally prime with GST, Accounting with inventory, bill of materials, Batch wise deatils, Account books and Reports. Cadpoint, kuttikanam, Idukki, Kerala

# **Technical skills**

Tally prime
Ms office
Microsoft word
Microsoft excel
Microsoft PowerPoint

# STRENGTHS AND POSITIVE ASPECTS

Sincere and Hardworking
Ability to grasp quickly and accurately
Positive Attitude: Creating a positive work
environment People oriented: Customer service skills

## PERSONAL DETAILS

Date of Birth : 17/12/2001
Father's Name : Sony
Sex : Female
Religion : Christian
Marital Status : Single
Nationality : Indian

# LANGUAGES KNOWN

Languages	Speak	Read & Write	Understand
English	Yes	Yes	Yes
Malayalam	Yes	Yes	Yes
Hindi	Yes	Yes	Yes