



SHYMA JOSEPH T

FINANCE / ADMIN

CONTACT

Mobile : 8137875274

Email : shymadenny@gmail.com

CAREER PROFILE

- Accountant
- Accouts cum Administration
- Auditing
- Tuitor
- Finance and Banking

PERSONAL

Date of Birth : 29.04.1986

Nationality : Indian

Marital Status: Married

Spouse Name : Denny T P

COMMUNICATION

Thekkineth House
 Puthenpally
 Varapuzha P O
 Pin 683517

PROFILE

Highly motivated and goal oriented accountant with Capability of achieving set goals within parameters of cost, time, quality and to work Within effective resource utilization . Possess keen interest competitive environment on challenging assignments that yields twin benefits of a steady paced benefits of a steady paced professional growth and job satisfaction.

EDUCATION

Master of Commerce- Finance	2008
Mahatma Gandhi University, Kottayam, Kerala, India,	
Bachelor of Commerce- with Taxation	2006
Mahatma Gandhi University, Kottayam, Kerala, India.	
Bachelor of Commerce- with Additional Co-operation	2010
Mahatma Gandhi University, Kottayam, Kerala, India.	
Plus Two- Commerce	2003
Board of Kerala	
Matriculation	2001
Board of Kerala	

IT SKILL

- TALLY
- MS Office
- CC Banking
- Visace 2007
- Peachtree
- Quick Book
- CBMS

LANGUAGES

- English
- Hindi
- Malayalam

EXPERIENCE – Total 14 Yeras

- **Company:- Colleges & Schools**
Position:-Tutor - 6 Years
- **Company:-Kongorppilly Farmers Service Co-Operative Bank Ltd .3847, Varapuzha .**
Position:- Data Entry Operator,Accounts Clerk&Auditing - 3 Years
- **Company:-The Institute Of Accountants, Ernakulam- 06 Months**
Position:-Accountant
- **Company:Deama Watch LLC , Dubai UAE**
Position:- Accounts Cum Administration - 01 Year
- **Company:- connect World Travel & Tourism LLC, Dubai UAE**
Position:- Assistant Accountant/Financial Accountant/Credit Manager – 2 years
From 2012 January – July 2014.
- **Company:-Comfort Corner Trading LLC, Dubai UAE**
Position:-Accountant from 2012 January–July 14.(Under same Management)2 years
- **Company:-Mint International Real Estate Brokers, Dubai UAE.**
Position:-Accountant / Admin From 2014 August – 2015 March 01 Year
- **Company:-Mint Business Center, Dubai UAE.**
Position:-Accountant / Admin From 2014 August - 2015 march.
(under Same Management) 01 Year
- **Company:-Varapuzha Service Co-operative Bank Ltd No 1582
Varapuzha-683517.**
Position:-Accounts Clerk from 01-11-2015 to continuing.- 08 Years
- **Company:-Varapuzha Service Co-operative Bank Ltd No 1582,
Varapuzha-683517. Janasevana Kendram .**
Position:- Akshaya Works 01-01-2020 to continuing.(Under Same Management)

SOFT SKILLS

- Excellent Communication and Presentation skills
- Quick Decision making capabilities
- Result driven and has demonstrated excellence in all engagements undertaken
- Good skills in handling situations of crisis

DECLARATION

I hereby declare that the above details given by me are true to the best of my knowledge.

Shyma Joseph T