

CURRICULUM VITAE

Career objective

Intend to build a career with leading organization with commitment and dedication, which will help create an atmosphere for potentiality, efficiency and elevation of the career.



SHAYEL SHYJAN

Email:

shayelshyjan070@gmail.com

Mobile: 9947027827

Address for communication:

Thareparambil House
H.No 9/940(A)
Pandikudy
Cochin- 682002

Personal Data

Date of Birth : 02/05/1996
Sex : Male
Religion : Christian
Nationality : Indian
Marital status : Single
Mother tongue: Malayalam

Personal Summary

Hardworking person keen to learn new things in the area of finance and marketing. Having good patience to deal stressful situation and to cope with different kind of people, skills which enable me as commerce graduate to grow while fulfilling organization goals.

Skills

- Good communication skill
- Ability to deal with people diplomatically
- Team facilitator and extreme dedication with the passion for growth and result oriented.

Experience

- Executive Accounts at Hedge Equities Ltd. from 4 June 2018 - 31 Jan 2019.
- Associate at EXL Services Pvt Ltd. (American based) Infopark, Kakkanad Ernakulam from 25th April 2019 – 14 Jan 2021.
- Data Entry Operator at Directorate of Enforcement from 18 Feb 2021 -15 Dec 2022.

Job Responsibilities

- Preparing Bank Reconciliation Statements.
- Processing and accounting of client payouts.
- Processing and accounting of client payins.
- Accounting of internal fund transfer entries.
- Passing journal entries for SIP and MF Provisional bills.

Academies

S.NO	Course	Institution	University/ Board	Year of Passing	Marks/Percentage
1	B.Com Finance and Taxation	Siena College of Professional studies Edakochi	M.G University	2017	75%
2	Plus Two	S.D.P.Y Palluruthy	State Board of Kerala	2014	72%
3	S.S.L.C	St. John De Britto A.I.B.H.S, Fortkochi	State Board of Kerala	2012	66%

Other Qualification

M.com in Finance and Taxation

Languages knows

English
Malayalam
Tamil

Reference

Suraj Ramachandran –
“Hedge Finance Ltd”
CFO
MOB: 9349497572
Suraj.r@hedgefinance.com

Technical expertise

- MS Excel
- MS WORD
- Diploma In Computer Application
- Diploma In TALLY
- Data Entry

Project

Topic : A Study on Financial Statement
analysis on Southern Phosphate and
Minerals Kochi.

Declaration

I hereby declare that the above furnishing
details are true and correct to the best of my
knowledge and belief.

Date :
Place :

SHAYEL SHYJAN