



PROFILE

A self-motivated Accounts & Finance professional with strong background in computerized accounting, software like tally, MS Word, MS Excel, PowerPoint etc., looking forward to obtain an appreciated position to acquire first hand feel of corporate work environment where I can learn new knowledge, skills, and technical abilities for achievement of organizational goals while being able to put my skills into practice.

CONTACT

PHONE:+919633974757

Address: Foumi Manzil, House No 19/1741 S.D.P.Y Road, Palluruthy Cochin- 682006

Nationality: Indian

Dob: 04/05/1990

Marital Status: Married

EMAIL: shaffeenashajimon@gmail.com

SHAFFEENA KS

WORK EXPERIENCE

- Currently Working as an Assistant Accountant at SAN Builders, Vennala since July 21st 2021.
- 3 Months experience as a Office Assistant at Meridian Trade Links, Kaloor, Ernakulam

EDUCATION

- S.S.L.C (75%) 1995 - 2005
- Plus two (67%) 2005 – 2007
- B Com (Taxation) (73%) 2017-2020

CERTIFICATIONS

- TALLY ERP9

KEY SKILLS AND CHARACTERISTICS

- Accounting
- Cash Handling
- Cashier activities
- Bank Reconciliation
- Administration Work
- Data Collection
- GST
- TDS
- Book Keeping
- Documentation Skill
- Multi-Tasking
- Invoicing

COMPUTER PROFICIENCY

- MS Word
- MS Excel
- MS Power Point

ACTIVITIES AND INTERESTS

- Dance
- Music

LANGUAGES:

- Malayalam
- English

DECLARATION:

I hereby declare that the above information is correct to my knowledge and I bear the responsibility for the correctness of above-mentioned particulars.

SHAFEENA KS

PLACE: ERNAKULAM

DATE: