

# Shilpa Chandran

Ernakulam, Kerala, 682309, IN  
[shilpachandran8089@gmail.com](mailto:shilpachandran8089@gmail.com)  
(+91) 9961231116

Ernakulam Kerala 682309

Accountant with 2 years of experience supporting financial  
Ph No -(+91) 9961231116 changes by establishing, enforcing, and monitoring policies  
and procedures. Expertise in financial reporting and process

## Work Experience

---

### **Accounts Executive**

Female

August 2021 to Present

Marital Status: Single

## Education

---

### **PGDM in HRM**

Symbiosis Center for Distant Learning Pune Specialized in HRM - Pune, MAHARASHTRA, IN  
2021 to 2023

### **B. COM in Finance and Taxation**

M G University  
2016 to 2018

### **PLUS TWO in (Commerce) - GVBHSS Thripunithura**

2015 to 2016

## Skills / IT Skills

---

- Soft skills
- Responsible for Reconciling Bank Accounts.
- Conduct internal auditing for the client.
- MicroSoft Word
- Office Accounts and Daily accounts checking,
- MicroSoft Excel (basics)
- Supporting of auditing activities.
- Any other activities assigned by team leader.
- Tally Prime, Tally Erp9
- Responsible for Reconciling Bank Accounts
- GST

- Commercial Awareness.
- Teamworking Skills.
- Caring about other people.
- Collaborating and working well together with others.
- Conflict management and resolution skills.
- Encouraging and inspiring people to do their best. Declaration: I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correction of the above mentioned details and I am answerable for the its accuracy. Date: 20-07-2023 Place: CHITRAPUZHA Shilpa Chandran