

SHILPA M S

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Email : shilpamsshivan@gmail.com

Place : Elamakkara

Skills

Willing to learn
Observation
Hardworking
Sincerity
Friendliness

Languages to know

Malayalam
English

Hobbies

Stitching
Cooking

Obejective

To obtain an accounting position where i will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Education Honours

- Graduated in Bcom, at MG University (2016-2019)
- Plus Two board of public examination kerala (2014-2016)
- SSLC board of examination kerala (2013-2014)

Certifications

PDBA (professional diploma in business accounting with tally)

Work experience

Worked at channel pvt Ltd (back office of Chicking) as a junior accountant (2020-2023)

Computer profecency

- ◆ RightERP
- ◆ Microsoft Excel, word
- ◆ Data entry
- ◆ POS, MIS
- ◆ Tally

Functional skills

- Billing in tally
- Reconcile bank statements and general ledgers
- Post journal entries for expenes and revenue
- Invoice documentation and co ordination
- Customer service & clearing refund issues
- Made payment by verifying documents
- Accounts receivables & payable & Petty cash

Personal information

Date of birth	28.5.1999
Marital status	Married
Nationality	Indian
Age	24