

RESUME

MARY SHIBI M. J

Kakkbranchery House

Mundassery Master Road

Maradu North P.O

Pin - 682304

E-mail id :- maryshibijoseph@gmail.com

Mob :- + 91-9447918905,9074964121

EXPERIENCE

- All day to day accounting works.
- Bank Reconciliation Work
- Payment and Receipts entry works
- Monthly GST Reconciliation work
- Ledger Creation

ACADEMIC QUALIFICATION

- B-COM WITH TAXATION – Govt.College, Tripunithura

PROFESSIONAL SKILLS

- Computer Teachers Training Course
- Tally
- Marg erp 9 Software

PERSONAL DETAILS

Date of Birth : 21-08-1985

Gender : Female

Religion & Caste : Christian

Marital status : Married

Nationality : Indian

EMPLOYMENT HISTORY

- Accountant in Maria Enterprises
- Accountant in Pulikkal Surgicals
- Accountant in Mathilakam Group of Pharmaceutical Companies (Hindustan Agencies)

DECLARATION

I do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place :MARADU

MARY SHIBI M. J

Date :