



SHERIN K STEPHEN

FRONT OFFICE CUM ACCOUNTENT ASSISTENT

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.com

Phone

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+91 6235609012

PERSONAL DETAILS

DATE OF BIRTH

12/08/1995

MARITAL STATUS

Merried

NATIONALITY

Indian

SKILLS

Decision making



Problem solving



LANGUAGES

Malayalam,English,Tamil,Hindi,Arabic

OBJECTIVE

To use my skills in the best possible way for achieving the company's goals.

EDUCATION

31/03/2013 | FATHIMA MATHA GIRLS HIGHER

SECONDARY SCHOOL

Plus Two

31/03/2017 | MAR BASELIOUS COLLAGE

Bachelor Of Commerce (BCom) With

Computer Application

31/03/2018 | G-TEC EDUCATIONAL INSTITUTION

Diploma In Indian and Foreign

Accounting

EXPERIENCE

01/08/2018 | ACCOUNTENT

- 31/05/2019

Pavithra Jewellery

Managing accounts and financial statements.

01/06/2019 | FRONT OFFICE CUM ACCOUNT

- Present

ASSISTANT

Al Misk International LLC (Oman)

Reporting to. Management and

performing administrative

duties.Monitoring daily communications.