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| **Sherrin Santhosh** |  |

**Mob: +91 8943375005 | Email: sherrinshilpa@gmail.com**

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| --- | --- | --- |
| Total Work Experience : 2 years  Areas of Expertise   * Bank Reconciliation * Ledger Account Reconciliation |  | **Professional Abridgement**   * To work with an effective and efficient manner for the success of the Organization. * Good understanding of Bank process and Systems. * Positive and professional attitude when dealing with people. * Good Time Management Skills and ability to perform multi-task effectively. * Sincere, Hardworking, Confident, Flexible & Optimistic. |

**CAREER ACCOUNTABILITIES**

**COZMO TRAVEL LLC (A member of AIR ARABIA Group)**

**Finance Executive (Oct 2016 – Aug 2018)**

Accountabilities:

* + Reconciling and auditing the cash transactions of our branches in UAE.
  + Co-ordinate with branch and superior at HO to solve various issues for closing cash book.
  + Maintain a good relation with the Travel consultants working in UAE.
  + To train the new joiners to the extreme of my knowledge.
  + Uploading the daily sales of Air Arabia Tickets in E-travel.
  + Preparing bank receipt voucher and bank payment voucher.
  + Invoicing of sale & refund transactions.

**EDUCATION**

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| --- | --- | --- | --- |
| **School/University** | **Type of Degree/Course** | **Year of Pass** | **Mark (%)** |
| Mahatma Gandhi University | B.Com | 2014 | 80 |
| Board of Higher Secondary | Plus Two | 2011 | 85 |
| Indian Certificate of Secondary Education | SSLC | 2009 | 64 |

**TECHNICAL SKILLS**

* + Certificate in Diploma in Corporate Accounts and Management with SAP.
  + Certificate in DTP.
  + E-travel (Oracle Based Software)
  + Operating Systems: Windows XP, Windows 7, Windows 8.1
  + Account Packages: TALLY.
  + MS Office.

**PROJECT UNDERTAKEN**

* + Undergone a project on 'Labour satisfaction in Rubco, as a part of my course curriculum.

**PERSONAL INFORMATION**

**Date of birth :** 14th September 1993

**Gender :** Female

**Marital Status :** Married

**Nationality :** Indian

**Languages :** English, Malayalam

**Address :** Vadakkummunnayil House,

Kanjiramattom P.O,

Ernakulam – 682315.

**DECLARATION**

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

Date:

Place: **Sherrin Santhosh**