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## MARY SHERLEY

### OBJECTIVE

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To function for a challenging role in an organization on long term basis and to execute duties assigned with due diligence and commitment for achieving the company goals and thereby widening the horizon of my knowledge.

### PROFESSIONAL EXPERIENCE

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- Currently working as an assistant accountant in **Marin and Sebastian Cold Storage** from **February 2018**.
- Worked as an assistant accountant in Adhitya Generators from May 2011 to Apr 2016.

### EXPERIENCE SUMMARY

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**Organization:** **Martin & Sebastian Cold storage**(engaged in retail and wholesale trade of fish)

**Role:** **Assistant Accountant**

### CONTRIBUTION:

- Preparation of cheques to vendors.
- Preparation of bills on retail basis
- Preparation of bills on wholesale basis and monitoring Bank receipts against amounts invoiced.
- Inventory management in Xenia.
- Preparation of payroll details in excel.
- Dealing with petty cash transactions.
- Updation of daily transactions in excel for having a track record.
- Monitoring of Bank and cash transactions.
- Bank Reconciliation for making match between Balance as per Bank statement and Balance as per books of accounts maintained in the office.

- Making communication with vendors and customers through emails and calls. Answering their queries in a timebound and effective manner.

**Organization:** **ADITYA Generators**(engaged in rental service of generators)  
**Role:** **Assistant Accountant**

### CONTRIBUTION:

- Preparation of cheques to vendors.
- Preparation of bills for the services provided
- Preparation of payroll details in excel.
- Dealing with petty cash transactions.
- Updation of daily transactions in excel.
- Monitoring of Bank and cash transactions.
- Bank Reconciliation.
- Assisted in providing documentation to Electrical Inspectorate.
- Made effective lines of communication with customers and Suppliers.

### SKILLS

- Demonstrable track record of developing and maintaining strong professional relationships at all levels
- Strong analytical and problems solving skills with excellent attention to detail and a willingness to challenge
- Ability to work under pressure and under tight deadlines with no detriment to the high quality standards expected
- Strong communication skills, ability to influence and change
- Excellent attention to detail
- Excellent time management and organization skills.
- Ability to work in network and in group in an international environment, in a collaborative way
- Ability to work independently, exercise sound judgment, identify and set priorities for self and others, and meet deadlines in a fast-paced work environment

### TECHNICAL SKILLS

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MS Office, Xenia

### ACADEMICS

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Qualification	Institution/ University	Year of passing	Percentage
PGDHS(Post Graduate Diploma in Social Work)(MG University)	Rajagiri College of Social Science, Kalamassery	2007	%
BA Sociology(M G University)	Sacred Heart College, Thevara	2006	%
Higher Secondary	St:Teresa's Ernakulam	2003	75%
Secondary School Leaving Certificate	St:Thomas School, Ernakulam	2001	66 %

### **PERSONAL PROFILE**

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Date of Birth : 09-03-1986  
 Age : 37 yrs  
 Gender : Female  
 Current Address : Pereppilly House ,  
 Chengadi Parambu  
 Eror West, Tripunithura  
 Languages Known : English, Hindi, Malayalam  
 Marital Status : Married  
 Name of Husband : Antony P  
 Name of Children : Savio P Antony and Kochuthressia  
 Nationality : Indian

### **DECLARATION**

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I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Place : **Vyttila**  
 Date : **20-07-2023**      **MARY SHERLEY.**

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