

# Curriculum Vitae



## PROFILE

A self-motivated Accounts & Finance professional with strong background in computerized accounting, software like tally, MS Word, MS Excel, PowerPoint etc., looking forward to obtain an appreciated position to acquire first hand feel of corporate work environment where I can learn new knowledge, skills, and technical abilities for achievement of organizational goals while being able to put my skills into practice.

## CONTACT

PHONE: +919633974757

Address: Foumi Manzil, House No 19/1741 S.D.P.Y Road, Palluruthy Cochin- 682006

Nationality: Indian

D.O.B: 04/05/1990

Marital Status: Married

EMAIL: shaffeenashajimon@gmail.com

# SHAFFEENA KS

## WORK EXPERIENCE

### **SAN Builders**, (Vennala, Ernakulam)

- ❖ **Currently Working as an Executive Accountant since June 1<sup>st</sup> 2023.**

#### **Role & Responsibilities:**

- Ensure compliance with construction and finance controls
- Prepare summaries of contract key terms
- Monitoring project costs to ensure they are aligned with budgets
- Accumulate support and compile quarterly project accruals for supervisory review
- Report monthly project spend to asset management team
- Familiarity with accounting processes and computer based accounting systems
- Adapt in a high volume environment

- ❖ **1Yrs & 11 months experience as an Assistant Accountant since July 21<sup>st</sup> 2021 to May 31<sup>st</sup> 2023.**

#### **Job Responsibilities**

- Helping the accounting manager prepare, analyse and verify financial statements, records and reports
- Forecasting financial circumstances to advise the leadership team
- Assisting with developing financial strategies
- Developing a financial budget to reduce departmental costs
- Balancing organizational efficiencies regarding costs
- Preparing financial statements
- Reconciling bank statements
- Posting data journal entries
- Documenting fixed assets
- Assisting with compliance reporting
- Communicating with vendors about billing issues

### **Meridian Trade Links**, (Kaloor, Ernakulam)

- ❖ **3 Months experience as an Office Assistant.**

### COMPUTER PROFICIENCY

- MS Word
- MS Excel
- MS Power Point

### ACTIVITIES AND INTERESTS

- Dance
- Music

### KEY SKILLS AND CHARACTERISTICS

- Accounting
- Cash Handling
- Cashier activities
- Bank Reconciliation
- Administration Work
- Data Collection
- GST
- TDS
- Book Keeping
- Documentation Skill
- Multi-Tasking
- Invoicing

### LANGUAGES:

- English
- Malayalam

### EDUCATION

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- S.S.L.C (75%) 1995 - 2005
- Plus two (67%) 2005 - 2007
- B Com (Taxation) (73%) 2017-2020

### CERTIFICATIONS

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- TALLY ERP9

### DECLARATION:

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I hereby declare that the above information is correct to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

**SHAFFEENA KS**

PLACE:

DATE: