



# FATHIMATH SALIHA T.N

## CAREER OBJECTIVE

Seeking an accounting position with a company that offers opportunities for professional growth and development.

## TECHNICAL SKILLS

- Accounting software
- Attention to detail
- Proficiency in Microsoft Excel
- Data management
- Financial analysis
- Payroll processing
- Knowledge in Zoho and Quickbooks
- Analytical thinking
- Book keeping

## EDUCATION

- Bachelor of commerce in Office management and secreterial practice(2020-2023)  
Mahatma Gandhi University  
MES TO ABDULLA MEMORIAL COLLEGE Ernakulam,India
- Higher Secondary – Computer Commerce  
(2018-2020)  
Sree Narayana Higher secondary School  
Ayyappankavu,India
- SSLC (2017)  
Sree Narayana High School | Ayyappankavu,India

## COURSES

PG Diploma in Corporate Accounting And Management  
SMECLABS Technology  
June 2023-January 2024 | Kaloor,India

## CERTIFICATIONS

- Post Graduate Diploma in Corporate Accounting and Management in TALLY PRIME, GST, SAP FICO, EXCEL

## LANGUAGES

- English (Professional Working Proficiency)
- Malayalam (Native Language)
- Hindi (Intermediate Proficiency)



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02.05.2002



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