



SHANA S N

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📍 Kallarackal house, 117 DIV 46, Nedumthottunkal lane, Sundari muk, Vennala P.O Ernakulam 682028 Kerala India

📌 Summary

Dedicated and skilled accounting assistant adept in providing optimal administrative assistance to accounting departments. Committed to serving as an efficient problem solver and enthusiastic team member.

📁 Experience

**K.E ASSOCIATES SOUTH
KALAMASSERY, ERNAKULAM** **Jan 2020 - Jan 2022
(2 Years, 0 Months)**

Assistant Accountant

- Provides financial information to management by researching and analyzing accounting data and preparing reports.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Reconciled and balanced each fund to the cash-managing bank on a daily basis.

🎓 Education

Mahatma Gandhi University **Jun 2021 - May 2024**
Bachelor of Business Administration

Vaduthala jama- ath hss **Jun 2016 - Mar 2018**
Commerce with computer application, Board of higher secondary examinations

Panangad vhss **Jun 2015 - Mar 2016**
secondary school leaving certificate

📁 Skills

- Financial analysis • Reconciliation • Bookkeeping
- Data entry • MS Excel • Leadership • Work ethic

🗣️ Languages

- Malayalam • English

📁 participation

All kerala best manager contest 2023-24 season-9, GIIMS institution of Logistics kochi.

Idea submission - young innovators program 5.0 government of Kerala

📁 Projects

A Study of the effectiveness of employees retention program with

reference at VTJ Hyundai kundanoor

MG UNIVERSITY 2024

Project in organic framing (MOOC)

MG UNIVERSITY 2023

A Project on organic manure making

MG UNIVERSITY 2023

A comparative study on brand loyalty towards sports footwear brands with reference Adidas,Puma,Nike and Fila

MG UNIVERSITY 2022

Certificate

Logistics and Supply Chain Management

(dec 1 2023 to feb 29 2024) Nirmala arts and science college
Mulanthuruthy, MG University

E-business

(jul- oct 2023) IIT kharagpur, National programme on
technology enhanced learning

Customer Relationship Management

(dec 17 2018) Excelus learning solutions Thammanam,
Ernakulam

Interests

- watching documentaries
- Reading

Internship

VTJ Hyundai kundanoor (18 December 2023 to 16 january 2024).
Project title:- A study on effectiveness employee retention
program.