



SHERIN WILLIAM

Present Address:

Muwaileh commercial,
Sharjah, 36588

Mobile:

0501473566

Visa Status

Sponsored visa (Spouse)

Expiry Date: 25-10-2023

E-mail:

sherinwilliamkulaz@gmail.com

Passport No:

N 4065968

Expiry Date: 02.11.2025

Date of Birth:

26-10-1989

Gender: Female

Marital Status: Married

Nationality: Indian

Language Known:

- English.
- Malayalam.
- Hindi

Objective

Seeking a challenging & responsible professional position in a progressive and professionally managed organization wherein my personal and analytical skills with innovative thinking are effectively utilized thereby contributing to the organizational growth which also helps in my personal growth.

Skill Summary

- ❖ 5 years' experience in Accounts work.
- ❖ Experience in handling Administration works.

Academic Chronicle

Qualification	University/Board	Year of passing
ACCA	ACCA Global	Pursuing
B com	MG University	2010

Career Summary

Organization	Designation	From	To
Laboratory Solution FZC, Safe Zone, Sharjah, UAE	Accountant	November 2021	May 2022
Capt.K.N.GEORGE & CO, Kerala, India	Accountant/ Administration	January 2013	January 2018

Area Of Interest

- ❖ Accounts
- ❖ Administration

Technologies Familiar With

- ❖ Proficient in MS-Office
- ❖ TALLY ERP9
- ❖ DIFA (Diploma In Indian and Foreign Accounting)
- ❖ Certificate of International Association of Book-keepers(IAB)
- ❖ Certificate in Diploma in Computer Application

Skills

- ❖ Good Communication.
- ❖ Quick learner.
- ❖ Responsibility
- ❖ Attention to Detail
- ❖ Trustworthy

Computer literacy :

- Tally ERP 9
- MS Excel
- MS Word

Hobbies:

- Listening music
- Travelling

Personality:

- Sincere
- Hardworking
- Excellent interpersonal
- Flexibility

Work Handled

Accounts / Finance

While working Pvt firm I got experience in handling the things like

- ❖ Manage cash & bank transaction
- ❖ Making daily transaction into the Tally
- ❖ Prepare Financial statements for Audit
- ❖ Updating bank statement transactions
- ❖ prepare Monthly reconciliation statement
- ❖ Verifying bank deposits
- ❖ Managing company ledgers
- ❖ Verifying balances in account books and rectifying discrepancies
- ❖ Sorting financial documents and posting them to the proper accounts
- ❖ Reviewing computer reports for accuracy and meticulously tracing errors back to their source
- ❖ Reconciliation of Monthly Receivables.
- ❖ Prepare for Service Tax Quarterly and Half yearly
- ❖ Online service tax challan payment in Quarterly
- ❖ Service tax online return Half year

Administration

In a private firm I has worked as a administration assistant during this period I got experience in handling the things like

- ❖ Making the salary statements
- ❖ Making the Reports for assignments for higher authority
- ❖ Work allocation
- ❖ Supervision for works which allocated
- ❖ Preparation for Quotations
- ❖ Preparation of monthly payment collection statement
- ❖ Preparation of monthly duty roster
- ❖ Preparation of leave statement for the month end
- ❖ Preparation of outstanding statements for the month
- ❖ Preparation of Monthly production reports
- ❖ Maintain Documents In/Out Register

SHERIN WILLIAM