



CONTACT ME



Industrial Area-15, Sharjah - UAE



+971 54 334 9335



s4shilpa99@gmail.com

ABOUT ME

PROFESSIONAL SKILLS

FINANCIAL REPORTING
FORECASTING
MANAGEMENT
ACCOUNTING
BOOK KEEPING

PROFICIENCY

Quick Book



Tally



Taxation



MS Office



PERSONAL SKILLS

CREATIVE
INOVATIVE
TEAM WORK
LEADERSHIP

LANGUAGES

ENGLISH, HINDI, MALAYALAM

DOB

16 - 06 - 1993

VISA STATUS

RESIDENCE

NATIONALITY

INDIA

SILPA VARGHESE

ACCOUNTANT



PERSONAL SUMMARY

To work with a reputed Institution where I can develop and utilize my versatile skill set, add demanded value to the organization I work for and thus to prove my worth. More over intend to build a career with challenging environment driven by committed & dedicated colleagues, which will help me to explore myself fully and perform beyond the expectations.



EXPERIENCE

PKJ TECHNOLOGIES Pvt. Ltd.
DEC 2018 - DEC 2019

ACCOUNTS RECEIVABLE ASSOCIATE

Working as part of a team within a fast-paced environment in the financial services industry dealing with clients, analysts and schedules. Responsible for developing financial forecasts and generating internal management reports.

Duties, Responsibilities & Areas of Expertise

- Researching and analyzing financial information relating to specific companies.
- Writing reports with regards to clients and their service history.
- Coordinating and consolidating of annual business plans.
- Preparation of various accounts
- Analyzing accounts and business plans
- Preparation of sales order, purchase order, invoice etc.
- Preparation of bank reconciliation.
- Preparation and analysis of quotation for clients.
- Prepare various bills to clients and follow up.

AL SHARJAH NEON & PRINTING PRESS LLC
DEC 2020 - PRESENT

ACCOUNTANT

Duties, Responsibilities

- Day to day maintenance of account
- Preparation of petty cash book
- Accountability of receivables
- Bank reconciliation
- AR reconciliation
- Customer invoice preparation and booking
- Maintaining billing system



ACADEMIC

CALICUT UNIVERSITY
2016

MBA

FINANCE&HR
University of Calicut

ST. JOSEPH'S COLLEGE
IRINJALAKUDA
2014

B.COM

FINANCE
University of Calicut

ST. MARY'S HSS
IRINJALAKUDA
2011

HSS

Kerala Board

LFC HSS
IRINJALAKUDA
2009

SSLC

Kerala Board



PROJECT

- STATE BANK OF INDIA,Irinjalakuda
Changes in the liabilities of SBI for last 5 years 1 Month
- KLF Nirmal Industries PVT.LTD.
A study on Employees turnover and Absenteesim21days
- SNA Oushathashala Thrissur Working capitalmanagement 42days



DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations.

SILPA VARGHESE