



AREAS OF EXPERTISE

Analyzing statistics
financial research
Data analysis
Managing financial reports
Accounting systems

PROFESSIONAL SKILLS

Quick Book
Tally

Taxation
MS Office

PERSONAL SKILLS

Communication skill
Business awareness
Organizing
Adaptability

Reading
Cooking

LANGUAGES

English, Hindi,
Malayalam

PERSONAL DETAILS

Silpa Varghese
W/o Anand P A
Al Furjan
Dubai

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0559562520
E: s4shilpa99@gmail.com

DOB : 16/06/1993
Visa Status: Residence
Nationality: India

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.

WORK EXPERIENCE

PKJ TECHNOLOGIES Pvt Ltd.
December 2018–December 2019

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:

- 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.

ACHIEVEMENTS AND POSITIONS OF RESPONSIBILITIES

- Conducted & Participated in various Management Meets
- Won 1st prize in South Indian Management Meet for Finance Game
- Participated in Blood donation camp conducted by NSS
- Worked for CSS under Calicut University
- Worked for Pain & Palliative Care.

ACADEMIC QUALIFICATIONS

MBA (FINANCE&HR)	University of Calicut	2016
B.COM (FINANCE)	University of Calicut	2014
HSS	Kerala Board	2011
SSLC	Kerala Board	2009

PROJECT

- SBI,Irinjalakuda
Changes in the liabilities of SBI for last 5 years
1 Month
- KLF Nirmal Industries (p)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

