



**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](mailto: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 /Administration work.
- Experience in handling the Human Resource works.

**Academic Chronicle**

Qualification	University/Board	Year of passing
ACCA	ACCA Global	Pursuing
B com	MG University	2010
XII	Kerala state education board	2007
X	Kerala state education board	2005

**Career Summary**

Organization	Designation	From	To
Capt.K.N.GEORGE & CO	Accountant/Administration/HR	30 January 2013	31 January 2018

**Area Of Interest**

- ❖ ACCOUNTS
- ❖ ADMINISTRATION
- ❖ HUMAN RESOURCE

**Technologies Familiar With**

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

- ❖ Certificate in Diploma in Computer Application

## Computer literacy :

- Tally ERP 9
- MS Excel
- MS Word

## Hobbies:

- Listening music
- Travelling

## Personality:

- Sincere
- Hardworking
- Excellent interpersonal
- Flexibility

## Other Skills

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

## Project Handled

### • Accounts / Finance

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

- ❖ Vouching of cash & bank transaction
- ❖ Making daily transaction into the Tally
- ❖ Prepare Accounts for Final Audit.
- ❖ Reconcile bank statement and prepare Monthly reconciliation statement
- ❖ Verification of Monthly outstanding.
- ❖ Prepare for Service Tax Quarterly and Half yearly
- ❖ Online service tax challan payment in Quarterly
- ❖ Service tax online return Half yearly

### • Administration/Human Resource

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/receivable statements for the month
- ❖ Preparation of Monthly production reports

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