

SHABEER M

Alappuzha - Kerala  
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OBJECTIVE

A dedicated and highly motivated individual seeking to contribute my diverse skills in horticulture, financial accounting, and computer science. I am eager to grow professionally in a challenging environment where I can utilize my qualifications and hands-on experience in Botany, Horticulture, and Financial Accounting.

EXPERIENCE

**Journnal Institute Of Commerce**  
PDCFA - Professional Diploma in Computerized Financial Accounting

*6 Months -*

Proficiency in financial accounting software such as Tally ERP, QuickBooks, and MS Excel.

Knowledge of GST, TDS, and payroll management.

Ability to prepare financial statements, balance sheets, and profit & loss accounts.

Practical understanding of bank reconciliation and auditing

Expertise in handling day-to-day financial transactions and book-keeping.

Practical Training: Hands-on experience with real-time accounting scenarios.

EDUCATION

**Government College Kottayam**  
B.Sc. in Botany

SKILLS

- Communication
- Team Working
- Time Management
- Problem Solving
- Make a decision

LANGUAGES

- English
- Malayalam
- Hindi