

**SREYA KRISHNAN.S**

Cashier

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## PROFESSIONAL SUMMARY

Detail-oriented and technically proficient accounting professional with a PGDIFA certification and B.Com degree. Practical experience in cashier operations, billing, and accounting tasks, including E-Invoicing, VAT/GST filing, bank reconciliation, and financial reporting. Proficient in Tally Prime, Zoho Books, MS Excel (Pivot Tables, VLOOKUP), and SAP S/4HANA FI. Seeking a cashier role to contribute my expertise in a fast-paced, customer-centric organization.

## PROFESSIONAL SKILLS

- Customer Service & Communication
- Tally Prime, Zoho Books
- SAP S/4HANA FI, MS Excel (Advanced Functions)
- Cash Handling & Daily Sales Recording
- GST, Gulf VAT & Income Tax Compliance
- E-Invoicing & E-Way Billing
- Bank Reconciliation & Utility Payments
- Accuracy, Teamwork, and Time Management

## WORK EXPERIENCE

Accounting Intern

Finprov Learning Pvt Ltd | 2024–2025

- Recorded daily sales and purchase transactions using Tally Prime and Zoho Books
- Generated E-Invoices and E-Way Bills compliant with tax regulations
- Handled monthly bank reconciliations and payment tracking
- Managed utilities, rent, and insurance transactions
- Created financial reports using Excel (Pivot Tables, VLOOKUP)
- Assisted with client communications and invoice clarification

## EDUCATION -PG Diploma in Indian and Foreign

Accounting (PGDIFA)

Finprov Learning Pvt Ltd, Kerala, India | 2024–2025

-Bachelor of Commerce (Tax Procedure and Practice)

University Institute of Technology, Kerala, India | 2021–2024

-Higher Secondary Education – Commerce

Kerala State Board | 2019–2021

-Secondary School

Kerala State Board | 2018–2019

## CERTIFICATIONS

- Certified in Tally Prime – Finprov Learning
- Zoho Books Training – Finprov Learning
- SAP S/4HANA FI Essentials – Finprov Learning
- MS Excel – Advanced Functions

## LANGUAGES

English, Malayalam

## REFERENCE

Available upon request.

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