

# SHAMILY GREESHMA P J

## Experienced Accountant

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Ph: +91 8089150400

Kerala, India

### SUMMARY

A results - driven financial accountant with 3years of experience in the field of accounting. Skilled in handling online accounting software like Zoho books, Quick Books, Wave, Tally ERP 9 and MS-Office.

### EXPERIENCE

#### Junior Accountant

2021 – till date

#### Lisie Medical and Educational Institutions

Kochi, Kerala, India

1. Preparation & issue of cheques/DDs for bill/payment settlement.
2. Verification of fee entries in online fee module of all Institutions under LMEI.
3. Preparation & financial entries in accounting software. Also keep all financial records promptly.
4. Filing & keeping of all financial records.
5. Coordination with offices for preparing & publishing Academic/Hostel fee notice before due dates.
6. Filing & Book keeping of all financial records.
7. Responsible for depositing the Cheques & Demand Drafts collected.
8. Preparation of financial documents for AICO & other departments.
9. Responsible for completing internal/external audit formalities.
10. Responsible for finalization of accounts of all institutions under LMEI

#### Accounts Executive

2020 - 2021

#### Primal Advisory Services LLP

Kochi, Kerala, India

1. Preparation & financial entries in accounting software. Also keep all financial records promptly.
2. Filing & keeping of all financial records.

#### Admin in Charge cum Commerce Faculty

2019

Kochi, Kerala, India

#### Xavier Institute of Digital Technology

1. Preparation & issue of cheques/DDs for bill/payment settlement.
2. Filing & Book keeping of all financial records.
3. Responsible for depositing the Cheques & Demand Drafts collected
4. Scheduling Classes for students
5. Payroll making
6. Faculty for Commerce Students

### EDUCATION

#### M. Com Finance

2016 - 2019

#### M G University

Kottayam, Kerala, India

2013 - 2016

#### B. Com Computer Application

Kottayam, Kerala, India

#### M G University

### STRENGTHS

- Commitment
- Responsibility
- Sincere in attitude
- Interest in Travelling

### SKILLS

- Zoho Books
- Quick books
- Wave
- Tally ERP 9
- MS – Office
- Internet Skills
- DTP

### ADDITIONAL QUALIFICATION

- Certificate in DTP
- Certificate in Tally with GST
- Certificate in M S Office
- Certificate from Sale Representative programme

### ACADEMIC PROJECT

A Study on Emergence of Woman Entrepreneurship in Kerala

### PERSONAL DETAILS

Date of Birth : 03-06-1995

Address : Pulluparambil House  
Resi No: NKRRRA 100  
Opp. Ananthapuram  
Sree Krishna Temple  
Thammanam P O  
Kochi 682032  
Ernakulam Dist.Kerala  
India