



SHIHAB. Pulikkal

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Visa status. visit

Visa expiry. 20/7/2024

SUMMARY

Detail-driven and confident accounting professional with excellent critical thinking skills and analytical capabilities. Accomplishes tasks effectively both in teams and independently. Highly adept in defining operational costs and calculating production expenses.

EDUCATION

Bachelor of Commerce with co-operation

Kannur University, Kannur, Kerala, India

Jul 2016–Apr 2019

Higher secondary

Mahatma college, Kannur, Kerala, India

Jun 2014–Mar 2016

SSLC, Government higher secondary school

Kannadiparamba, Kannur, Kerala, India

Jun 2013–Mar 2014

EXPERIENCE

Office Assistant

Apr 2023–Apr 2024

Kannur university, Kannur, Kerala, India

- Assist with staff workload
- Maintain office equipment
- Review paperwork

Sales executive

Nov 2017–Jul 2019

Zara silks, Kannadiparamba, Kannur, Kerala, India

- Manage sales pipeline
- Researching markets
- Negotiation and collaboration
- Customer relations
- Reviewing sales performance

Certified Public Accountant

Jul 2019– Mar 2023

Zara silks, Kannadiparamba, Kannur, Kerala, India

- General ledger reconciliation
- Auditing and payroll
- Accounts payable and receivable
- Invoice processing
- Bank reconciliation
- Book keeping
- Budgeting
- Forecasting
- Billing

Hard skills

- Tally
- Ms word
- Quick books
- Data entry

CERTIFICATES

- CPA
- Tally
- Ms office
- Quick books
- Peachtree

Soft skills

- Communication
- Problem solving
- Planning
- Negotiation
- Leadership
- Critical thinking

LANGUAGES KNOWN

- English
- Hindi
- Malayalam