
 +971526094986

 shobuandrewsscaria123@gmail.com

 Al Quasis, Dubai

**Passport No - U5561196**

## SKILLS

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- Bookkeeping
- Tally ERP 9
- Data Entry
- SAP MM
- MS office Tools
- Accounting
- Business Budgeting
- Business Assessments

## LANGUAGES

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- English
- Malayalam
- Hindi
- Tamil

# SHOBU ANDREWS SCARIA

ACCOUNTANT CUM OPERATIONAL ASSISTANT

## SUMMARY

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Highly analytical, result-driven accountant skilled at working quickly and accurately under tight deadline. Adapt at all functions of accounting balancing sheets, processing payments, managing accounts payable and providing executive administrative support.

## WORK EXPERIENCE

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### **MRF LIMITED , GWALIOR. JAN 2022 - OCT 2023** **ACCOUNTANT CUM OPERATIONAL ASSISTANT**

- Managed the day to day financial operations, accounts payable, accounts receivables.
- SAP Daily Accounting like liability Creation.
- Prepared Monthly Utility payments.
- Maintain financial records by filing accounting documents.
- Daily cash reconciliation
- Generate invoices & plan a delivery as per approval.
- Work closely with Operation manager to oversee daily business operations.
- Taking orders from dealers & executed in SAP.

### **AYYAR & CHERIAN CHARTERED ACCOUNTANT**

#### **ACCOUNTANT CUM AUDIT ASSISTANT, AUG -DEC 2021**

- GST filing
- Handling Accounting works
- Helps in Internal Audit & other office matters

## EDUCATION

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### **Saintgits College of Applied Science, Kottayam**

M Com Finance & Taxation 2019 - 2021

### **St Marys College , Kottayam**

B Com Computer Application 2016 - 2019