



SHARMINA HIJAS

ENGINEER

OBJECTIVE

To associate myself & contribute as a professional, with the organization and for the industrial development and provide greater scope to learn, improvise & implement.

WORK EXPERIENCE

FEB_21-JAN_22 OFFICE ADMIN & ACCOUNTANT DIGIT CORPORATE SOLUTIONS

- Oversees the daily accounting activities required to maintain the general ledger and other balances and accounts.
- Directs and reviews accounting entries such as cash reconciliations, income and expense transactions, fixed asset activities, payroll and other transactions.
- Ensures the relevant books of accounts are compiled at the end of every financial period.
- Analyzes business performance / results, providing feedback to Management.
- Ensures punctual reporting of all financial information.
- Reviews supporting documentation related to expenses and revenue realizations prior to positing of expenses or revenues.
- Assists in the development, review and improvement of accountancy and computer systems.
- Email and Phone communication with clients, sub-contractors.
- Arranging and Checking Staff Documents.

JULY_18-JUNE_19 SOFTWARE DEVELOPER FLEMING EMBEDDED & SOFTWARE SOLUTIONS.LLP Kerala, India

- Developed web application back end components and communicated with client to identify their needs and goals.
- Worked on the improvement of data protection & security and created new user information solutions.
- Manage website development projects from initial design through completion, optimizing all cross-browser and multi-platform compatibility.
- Work closely with programmers to meet project requirements, goals and desired functionality.
- Enable site-wide promotions by programming HTML5 canvases to animate particles on web backgrounds.

Phone

+971 563878690

Email

sharminakk03@gmail.com

EDUCATION

MASTER DIPLOMA IN COMPUTERIZED ACCOUNTING

2019-2020

B.TECH

ELECTRONICS AND COMMUNICATION
2012-2016

PERSONAL DETAILS

Date of Birth : 18-09-1994
Marital Status : Married
Nationality : Indian

LANGUAGES

English

Hindi

Malayalam

Tamil

SOFTWARE SKILL

Tally erp 9



QuickBooks



MS Office Word



MS Office Powerpoint



Tally prime



Peachtree



MS Office Excel



TECHNICAL SKILL

LANGUAGES : C, C++, CORE PHP, PYTHON, DJANGO

DATABASES : SQL Server, ORACLE

PLATFORMS : MS WINDOW 9X, NetBeans.

WEB TECHNOLOGIES : HTML, JAVASCRIPT, JPS, CSS

DECLARATION

I hereby declare that the information provided above is authentic and true to the best of my knowledge.