



SHARON SHAJU

+91-8943877431 sharonshaju95@gmail.com Skype ID: Sharon.kolichal



WORK

Present July 2017 **LAZZA ICECREAMS** From the House of JSF Holdings P Ltd
Branch Factory ; Highrange Foods P Ltd

• SENIOR ACCOUNTS ASSISTANT

Main duties performed ;

- Cashier activities
- Completing purchase order
- Completing bank reconciliation&intercompany reconciliation
- Maintaining Ledgers
- Posting daily receipts
- Managing day to day transactions
- GST bill accounting & e-way bill
- Salary ,PF & ESI works of employees
- GSTR1 and GSTR3B

May 2017
May 2016

ACCOUNTANT SERVICE SOCIETY

• ACCOUNTANT

Main Duties performed ;

- Handling monthly journal entries,accounts&ledgers
- Preparation of balancesheet
- Preparation of final accounts – using Tally
- Managing monthly sales&marketing expense
- Writing up of book & finalization of accounts



ADDRESS

Karikal House
Kolichal P O
Kasargod DIST
Kerala, 671 532



ABOUT ME

To obtain a position as Accountant with a leading and dependable company where my skills and experiance can be beneficial in growth of the company.I have 3+ year working experiance in accounting field.



SKILLS

- TALLY 9.0
- SAP FI CO
- EXCEL
- SAP B ONE



EDUCATION

2016 **DCAM with SAP** - 94%
ACCOUNTANT SERVICE SOCIETY

2013-2016 **B.COM COMPUTER APPLICATION - 64%**
PEOPLES COOPERATIVE ARTS&SCIENCE COLLEGE

2011-2013 **PLUS TWO** - 80%
G H S S BALANTHODE

2010-2011 **S S L C** - 72 %
G H S S BALANTHODE



HOBBIES

- Drawing
- Surfing internet
- listening songs



IDENTITY

- Voters Id Card : XBI0447052
- Adhaar Card : 4514 8164 1087
- Driving License : 8/3788/2018
- Passport : N5897505



PERSONAL PROFILE

- Date Of Birth : 20-03-1995
- Gender : Male
- Religion : Christian
- Nationality : Indian
- Marital Status : Single
- Language Known : English, Malayalam



STRENGTHS

- Easily Adaptable To Any Challenging Environment.
- Honesty, Punctuality And Sincerity.
- Hard Worker With Proven Abilities.
- Highly Self Motivated Person With Enriched Quality.



DECLARATION

Hereby i declared that the above statements given are true and complete to the best of my knowledge and belief.

Place :

SHARON SHAJU

Date :

REFEREES

- Mr. SUDHEESH P S
Accounts Officer
High range Foods P LTD
Nellikunnu
Thrissur, India
Mob: +91-9745396326
- Mr. A.R PADMAKUMAR
Managing Director
Accountant Service Society
Atlantic junction,
Cochin, India
Mob: +91-9387333740