

CURRICULUM VITAE



SHERHANA HADI PV

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Mob:0545224612

Ajman,UAE

CAREER OBJECTIVES

Intending to build a career with leading corporate with committed and dedicated people, which will help me to explore myself fully and realize my potential. Seeking a position organization or other industry which suits with my profile.

QUALIFICATION SUMMARY

SSLC (Board Of Kerala)
Plus Two (Board of kerala)
Bachelor's Degree (B.com Finance)

IT SKILLS

Tally ERP 9
Peachtree
Microsoft Office
MS-Word
MS-Excel
MS-Power Point

PROFESSIONAL EXPERIENCE - 1

Organization	:	SIGN POINT ADVERTISING
Location	:	Edappal - Kerala - India.
Nature of Work	:	Manual & Computerized Accounting (2019)
Period	:	From 1st June 2019 to 25th October 2019

Personal profile

Name : Sherhana Hadi.PV
Date of Birth : 16th Sep 1998
Gender : Female
Nationality : Indian
Marital Status : Married
Spouse : Hafees Ali
Passport No : T6857963
Date of Issue : 15/07/2019
Date of Expiry : 14/07/2029
Passport issue place : Malappuram
Address : Padinchara Valappil(H), Po-Kokkur, Alankode
Panchayath, Malappuram (Dt), Kerala, Pin-679591

Roles and Responsibilities

Preparation of Final Statement

Maintaining the Book of Accounts

Maintenance of Day Book and Ledgers

Preparation of Bank reconciliation statements.

Preparation of purchase and Sales registers. Monitoring Payables and Receivable; produce monthly statements of accounts.

Reconciliation of banks, creditors, debtors and intercompany accounts Maintain

Cash and accurately record cash transactions.

Language

Malayalam
English Hindi
Tamil

Declaratrion

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations.

Sherhana hadi