



CURRICULUM VITAE **SHALY PD**

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Shaly pd
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Kerala India

Present Add:

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0508693186

POSITION APPLIED: : **TEACHER OR ACCOUNTANT**

EMPLOYMENT OBJECTIVE:

To obtain a challenging and demanding job teaching or accounting that will utilize my experience and will Further enhance my knowledge.

SKILL SUMMARY

15 years' experiences as an Teaching and 2 year experiences in accounting, I am dedicated and driven to hard Work, a fast learner and have the potential to guide others. Computer literate, skilled in teaching & well versed in using Financial Accounting. Excellent knowledge in Microsoft Office & fluent in languages as English, Hindi, Malayalam & Tamil.

PERSONAL DETILS

Name	:	SHALY PD
Father's Name	:	P.O. DEVASSYKUTTY
Date of Birth	:	MAY 30 th , 1972
Sex	:	FEMALE
Marital Status	:	MARRIED
Nationality	:	INDIAN
Religion	:	CHRISTIAN (R.C.)
Languages know	:	ENGLISH, HINDI, MALAYALAM & TAMIL

PASSPORT INFORMATION

Place of issue : COCHIN
Passport no. : N7329551
Date of issue : 10/02/2016
Date of expiry : 09/02/2026

EDUCATIONAL QUALIFICATION

: S.S.L.C. – (Board of Kerala)
PRE DEGREE (M.G. University)
BCOM (1996 M.G. University)
MCOM (2011 M.G. University)
MONTESORI TRAINING (Jain university)
Computer Skills : MICROSOFT OFFICE, PGDCA, CTTC AND TALLY

PROFESSIONAL EXPERIENCES

Working Experience in India : IN INDIA – 15 years
Profession : TEACHER
Working Experience in India : IN INDIA – 2 years
Profession : ACCOUNTANT

EMPLOYMENT RECORDS

June-2011 to till date

School : [VISWAJYOTHI CMI PUBLIC SCHOOL](#)
[India kerala Angamaly](#)

School Description : **Viswajyothi cmi public school create globally competent and socially responsible students with a high quality life in a clean and secure.**

Profession : Sr. KINDERGARTEN TEACHER

EMPLOYMENT DETAILS

KEY SKILLS

- Financial Accounting
- Financial Reporting
- Client service and relationship management
- Office administration
- Performance monitoring

PROFESSIONAL SNAPSHOT

- Preparation of various financial statements
- Efficient in carrying out day-to day administrative responsibilities
- Skilled in lead generation and managing children
- Excellent leadership skills and experienced in managing small teams.

WORK EXPERIENCE

- ❖ Sacred Heart Public School Sreeganganagar Rajasthan 1993-1996 (CBSE)
- ❖ Little Flower School Kavaraparambu, Kerala State
- ❖ Viswajyothi Public School Angamaly, Kerala State (CBSE)

DOMAIN SKILLS

- Worked towards achieving great result.
- Maintained relationships with existing clients while actively listening to their problems, collecting feedback and providing solutions, within a short span of time.
- Responsible for cold calling clients to fix meeting to discuss their requirements
- Efficiently carried out day to day activities.
- Reviewing work done by team members and preparing End-of-Day reports.
- Maintained and updated customer database using customer relationship management systems.
- Executed various promotional activities like events, seminars etc. to improve their skills.

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

(SHALY P D)