



## SHERLY KRISHNA

ADMIN CUM ACCOUNTS ASSISTANT

+971-569812648

sherlykrish450@gmail.com

Shabia 11,  
Al Madeena  
Hypermarket Building  
Abu Dhabi, UAE

### EXPERIENCE [7 Years]

Betalink

Instrumentation &

Calibration Services LLC, AUH

Jun 2022 - Jan 2023

Technical Supplies &

Services Co. LLC, Abu Dhabi

Oct 2018 - Apr 2019 (Contract)

Muthoot Fincorp Ltd

India

Jun 2013 - Mar 2018

### EDUCATION

Dr. C.V Raman University

2009 - 2012

#### Document Controller

- \* To Review and update documents for maintenance & quality control.
- \* To print and distribute the documents as needed.
- \* Handle and records across various departments, ability to multitask.
- \* Scan and upload documents according to company procedure.
- \* Data entry work in Excel sheets.
- \* Preparing monthly sales report of employees.
- \* Punching and filing all the invoices and completed jobs.
- \* Preparing Monthly Sales Report of all employees (Sales dept.)

#### Accounts Assistant

- \* To Issue and prepare invoices.
- \* To Post and process journal entries to ensure all business Transactions.
- \* Perform Petty cash reconciliation.
- \* Track and monitor Accounts receivable and payables.
- \* To maintain customer confidence by projects operations by keeping Financial Information confidential.

#### Joint Custodian cum Admin

- \* Check physical closing cash balance with system cash balance, report mismatch, if any.
- \* Was trusted to handle vaulted cash and gold.
- \* Interact with customers on the salient features of products and services in line with company's objectives.
- \* Train Junior executive & assists office staff to maintain files and databases.
- \* Assign jobs & duties to office staff as needed.
- \* Assist in carrying out company's internal and gold audit.
- \* Was responsible to handle the process of various loan applications, such as gold, Business, Two-wheeler services, Apollo Munich (health insurance), Swarnavarsham Jewellery, Forex (money exchange), Mutual Fund and Western Union etc.
- \* Was promoted in CSE to JC (Joint custodian).
- \* Communicate with customers, notifying and reminding them on due dates for various loans.

#### BCA

- Bachelor of Computer Application.
- Certified in **VIBES Course (6 month)** - Foreign & Indian Accounting with Tally ERP 9, Tradeasy, Peachtree and QuickBooks software's.
- MS Excel: IF Function- Macro, Pivot table, Pie chart, VLOOKUP and Data Validation.

## OTHER INFO

VISA- Husband Sponsorship

## PROFESSIONAL QUALIFICATION

- Business Logistics
- Business Management
- VIBES -Virtual Interactive Business Experiment System.

## AWARDS

Employee of the month in  
Muthoot Fincorp Ltd- 2014

## References

Available upon request

## Skills

- \* Innovating thinking and problem solving,
- \* Well knowledge in book keeping, cash book, journals, petty cash and Payroll,
- \* Knowledge of accounting Practices,
- \* Fast typing accuracy,
- \* Proficiency in Accounting Software's,
- \* Strong interest in technology & Accounts,
- \* Time management and plan work effectively,
- \* Like to work independently,
- \* Quick learning and Leadership experience.
- \* Active Listening with Positive approach.

## Interests

Nostalgic songs, alone driving, Reading novels, Craft work, Puzzle games, gardening & Art.

## Languages

English, Hindi, Malayalam and Tamil (little)