



## SHERIN SAM

### CONTACT

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Dubai - UAE

### PERSONAL DETAILS

Nationality : Indian  
Gender : Female  
Date of Birth : 01/10/2000  
Marital Status : Single  
Passport No : W0085869  
Visa Status : Visit Visa/2<sup>nd</sup> Jan 25

### SKILLS

- Accounting knowledge for Proper bookkeeping
- Capability to identify areas of accounting to look after, closely monitor operating expenses
- Ability to manage day to day activities
- Managing accounts receivables & Payables
- Managing working capital in efficient manner
- Bank reconciliations & management of finances

### LANGUAGE

- English
- Hindi
- Malayalam

## PROFILE

Innovative & young Accountant having work experience of 2 years with mature and responsible approach to any task/situation. Always Eager to learn new skills & seeking in position related to Finance & Accounting.

## EDUCATION

- Bachelor in Commerce** | MG University, India (2018-2021)
- 12th Grade** | Kerala Board, India (2016-2018)
- Tally ERP 9**
- Microsoft Excel & Power Point**

## WORK EXPERIENCE

### Believers Church Medical Centre Hospital, Konni (India)

Position : Accountant (Billing)

Duration: 2 Years

#### RESPONSIBILITIES:

- Worked as Accounts Executive, managing day to day accounting activities.
- Managing the day in different roles ensuring proper billing without any hindrance.
- Bank related activities, ensure cheques to be prepared, cash deposits & related works
- Maintain cash & ensure timely deposit in bank.
- Preparing daily inflow & outflow of cash, managing daily expenses based on approvals from Finance controller.
- Assisting Senior managers with day-to-day accounting needs.

### Marigold Finance (India)

Position : Finance Assistant

Duration: 2 Years

#### RESPONSIBILITIES:

- Checking Interest rates & assisting customers with Finance documentations.
- Getting approvals from Seniors & easy disbursement of loan against gold deposit.
- Record keeping & Filing.
- Evaluate the purity and value of gold brought in by customers.
- Process and verify loan applications against gold collateral.
- Maintain detailed records of loan transactions and gold appraisals.

## DECLARATION

I Hope my experience & professional skills may be an asset for your organization, now I seek personal Interview With you to the same.

**SHERIN SAM**