

SHURAKKATH KURUVALAPIL

Accountant/Cashier/Sales.

To provide excellent service and innovative strategies for the welfare of the company



✉ ksurakath@gmail.com

☎ +971 565985304

📍 SHARJAH, United Arab Emirates

EDUCATION

Bachelor of Arts (B A English) – Passed in 2021

Minority College, Palakkad- University of Calicut

Higher Secondary Examination - Humanities (PLUS TWO)

from Public Examination Board, Govt. of Kerala, India

Secondary School Leaving Certificate (SSLC)

from Public Examination Board, Govt. of Kerala, India

WORK EXPERIENCE

CASHIER CUM ACCOUNTANT

SPACE GARMENTS, EDAPPAL. KERALA, INDIA.

One Year

Achievements/Tasks

- Sales Invoicing, Collection Follow up, Inventory Management.
- Cash counter closing, prepare the day-end report and make weekly and monthly report.
- Manual & Computerized Accounting up to Finalization and Monthly & Yearly Trial Balance
- Bank Transactions / Bank Reconciliation Statement / Profit and Loss Account
- Preparation of profit & loss account Maintenance of various registers like Purchase register, Sales register, Journal register, Debit note & Credit note register, cheque register etc.
- Maintain monthly petty expense and handling total cash floats to the cashiers

SKILLS

Accounting Packages : TALLY PRIME, QUICK BOOKS

Operating Systems : Windows XP, Windows 7

Office package : MS-Office (Excel, Word, Etc)

Presentations using PowerPoint

PROFESSIONAL STRENGTH

Result driven and aggressive with high personal and career goals. English

Able to work independently with minimum supervision.

Quickly observe new ideas and a decision Maker

Consistent Performer and ability to work under pressure

CERTIFICATES

B A English

Higher Secondary Examination - Humanities

Secondary School Leaving Certificate (SSLC)

LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

MALAYALAM

Full Professional Proficiency

TAMIL

Full Professional Proficiency

INTERESTS

WRITING

READING

LEARNING