



SHAHALA SHERIN C B

JUNIOR ACCOUNTANT

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📍 Doha, Qatar

Visa status – Transferable Visa

PROFESSIONAL SUMMARY

Detail-oriented Assistant Accountant with 3 years of experience in the service and education sectors, seeking a Junior Accountant role in Qatar. Proficient in managing account payable/receivable, payroll processing, reconciliations, and financial reporting. Skilled in SAP FICO, Tally, Peachtree, QuickBooks, and Excel. Dedicated to ensuring accuracy, compliance, and efficiency in all accounting processes while contributing to the organization's financial growth and operational success,

WORK EXPERIENCE

PSM College of Dental Science & Research, Akkikavu , Kerala ,India | Sept-2023 to Sept-2025 Assistant Accountant

- Managed accounts payable & receivable, ensuring timely processing and vendor payments.
- Processed payroll, ensuring accuracy in salary calculations, deduction and compliance with tax regulations.
- Maintained student fee records, issued receipts, and assisted in financial aid documentation.
- Performed bank reconciliations and monitored daily cash flows transactions.
- Maintained and updated financial records, invoices and reports in accounting systems.
- Prepared cheques for payments and ensured accurate, timely disbursement of funds.
- Assisted in preparation of financial statements (Balance sheet, Income statement).
- Maintained accounting databases and generated monthly financial reports for management review.

Aero World Travels, Koottanad, Kerala ,India | August-2022 to August-2023 Accountant

- Recorded daily travel related financial transactions and maintained ledgers.
- Processed invoices, receipts ,payments, and reconciliations.
- GST Return filling .
- managed cash and cheque collections from customers and ensured timely deposits.

EDUCATION

• M.COM – FINANCE

Calicut University, kerala , India
2020 – 2022

• B.COM – COOPERATION

Calicut University, kerala , India
2017 – 2020

TECHNICAL & SOFTWARE SKILLS

- Peachtree
 - Microsoft Word
 - Quickbooks
 - Microsoft Excel
 - Tally ERP & Prime
 - Microsoft Power Point
 - SAP FICO
 - Microsoft Access
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CERTIFICATIONS

- **Professional Diploma in Computerized Financial Accounting (PDCFA)**

Authorized Training Center of Kerala State Rutronix

- **Goods and Services Tax (GST)**

Course Completed from Learncom

- **SAP FICO**

Course Completed from Entri

SOFT SKILLS

- Attention to Detail
- Time Management
- Adaptability
- Team Collaboration & Leadership
- Strong Communication
- Integrity & Confidentiality

PERSONAL DETAILS

- Date of Birth : 23/04/1999
- Nationality : Indian
- Marital Status : Married