



SHAHALA SHERIN C B

ACCOUNTANT

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shahalaramees23@gmail.com

Doha, Qatar

Visa status – Transferable Visa

PROFESSIONAL SUMMARY

Detail-oriented Accountant with 3+ years of experience in accounts payable & receivable, payroll processing, bank reconciliation, GST compliance, and financial reporting across education and service sectors. Proficient in **SAP FICO, Tally ERP, QuickBooks, Peachtree and MS Excel**. Currently based in Doha with transferable visa, seeking an Accountant role to contribute accurate financial management, compliance, and timely financial reporting.

WORK EXPERIENCE

Assistant Accountant

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

- Managed accounts payable and receivable, ensuring timely processing, vendor payments, and accurate documentation.
- Processed payroll, ensuring accuracy in salary calculations, deduction and compliance with tax regulations.
- Maintained student fee records, issued receipts and assisted with financial aid and scholarship documentation.
- Performed bank reconciliations, petty cash management, and monitored daily cash flow transactions.
- Maintained and updated financial records, invoices and reports in accounting systems.
- Prepared cheques and fund disbursements, ensuring accuracy and timely execution.
- Assisted in preparation of financial statements.
- Generated monthly, quarterly, and management financial reports for review and decision-making.
- Assisted in budget planning and monitoring, tracking departmental expenses against approved budgets.
- Prepared documentation and assisted in internal and external audits, ensuring compliance with accounting standard and statutory requirements.
- Collaborated with other departments to ensure smooth financial operations and reporting.

Accountant

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

- Recorded daily travel related financial transactions and maintained ledgers.
 - Processed invoices, receipts, payments, and reconciliations.
 - Handling GST return filling and ensuring compliance with tax regulations.
 - Managed cash and cheque collections from customers and ensured timely deposits.
 - Prepare monthly financial reports for management to review travel business performance.
 - Handle refunds & cancellations, updating accounts and issuing adjustments.
 - Maintain vendor accounts for hotels, airlines, and other travel service providers.
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EDUCATION

M.COM –FINANCE

Calicut University, kerala , India
2020- 2022

B.COM – COOPERATION

Calicut University, kerala , India
2017 – 2020

LANGUAGE

- English
- Malayalam

TECHNICAL & ACCOUNTING SKILLS

- Tally ERP &Prime
- SAP FICO
- QuickBooks
- Sage 50 (Peachtree)
- Microsoft Excel (V lookup, pivot table)
- Microsoft Word
- Microsoft Power Point
- Microsoft Access
- Accounts Payable & Receivable
- payroll & Statutory Compliance
- Bank Reconciliation
- Financial Statements & Reporting
- Budgeting & Expense Management
- Audit Support
- Student Fee & Scholarship Management

CERTIFICATIONS

SAP FICO

Course Completed from Entri

Goods and Services Tax (GST)

Course Completed from Learncom

Professional Diploma in Computerized Financial Accounting (PDCFA)

Authorized Training Center of Kerala State Rutronix

SOFT SKILLS

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

PERSONAL DETAILS

- Date of Birth : 24-04-1999
- Visa Status : Valid & Transferable
- Nationality : Indian
- Marital Status : Married