



SHAMNAS NR

33739135

shamnasnesto@gmail.com

GUDAIBIYA NEAR NESTO AWAL FLAT 1 STREET 724

BUILDING NO : 851

OBJECTIVE

To seek placement with in a reputed, progressive/multinational organization, with an opportunity to utilize my experience to ensure consistent growth of the orgainazation as well as facilitate my career development

EXPERIENCE

2020 -

• ADMINISTRATIVE ASSISTANT

NESTO GROUP

- ✓. Disbursed pettycash by recording entries and verifying documentation
- ✓. Balanced reports to submit for approval and verification
- ✓. Tracked all expenses and inventory purchases against budget guidelines
- ✓. Communicated with supplires to reconcile invoice payments
- ✓. Created improved filing system to maintain secure client data

2015 -
2020

• ACCOUNT ASSISTANT

WESTERN INTERNATIONAL GROUP

- ✓. Prepared and mailed invoices to customers, processed payments and documented account update
- ✓. Utilized talents and expertise to complete on-time and accurate monthly Closing processes, journal entries and accruals
- ✓. Generated and submitted invoices based upon established accounts receivable schedule and terms

EDUCATION

2012 to
2015

• Bachelor of Commerce

Calicut University

2009 to
2011

• Higher Secondary

CGHSS
C

SKILLS

- ✓. Sales
- ✓. Team building
- ✓. Leadership
- ✓. Decision Making

80%

TECHNICAL SKILLS

- ✓. SAP
- ✓. TALLY
- ✓. MICROSOFT EXCEL, WORD, OUTLOOK

80%

INTERESTS

- Community involvement
- Blogging
- Writing
- Learning Languages
- Travel

ACTIVITIES

- Farming activities

LANGUAGES

- Malayalam
- English
- Hindi

REFERENCE

- **Navas Puthiya purayil - HEMPEL GROUP**
Commercial Support executive
39650381

DRIVING LISENCE

- Lisencc Nombrr :940130041



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