



# SHAMNAS NR

33739135

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GUDAIBIYA NEAR NESTO AWAL FLAT 1 STREET 724  
BUILDING NO : 851

## OBJECTIVE

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

## EXPERIENCE

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2020 -

- **ADMINISTARATIVE 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 suppliers 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

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2012 to  
2015

- Bachelor of Commerce  
Calicut University

2009 to  
2011

- Higher Secondary  
CGHSS  
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## SKILLS

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

80%

TECHNICAL SKILLS ✓.SAP  
✓.TALLY ✓.MICROSOFT  
EXCEL,WORD, OUTLOOK

80%

## INTERESTS

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

## ACTIVITIES

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- Farming activities

## LANGUAGES

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- Malayalam
- English
- Hindi

## REFERENCE

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- **Navas Puthiya purayil - HEMPEL GROUP**

Commercial Support executive

39650381

## DRIVING LISENCE

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- Lisence Nombr :940130041



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