



# SHABANAS P B

Looking for a challenging career with a reputable Organization where I can utilize the best of my skills and experiences allowing career growth and contribution to the growth of organization.

+91 - 7025 361 943

shabanaspb@gmail.com

Puthuveetil House  
Vaka PO 680602,  
Thrissur, Kerala

## PERSONAL PROFILE

**Date of Birth**  
28 - May - 1998

**Mother Tongue**  
Malayalam

**Languages Known**  
English, Tamil, Malayalam

**Nationality**  
Indian

**Marital Status**  
Single

**Driving Permit**  
Indian Driving License

**Medical Fitness**  
Excellent

## EDUCATION

2019

### DIPLOMA IN INDIAN & FOREIGN ACCOUNTING

G-Tec Computer Education

A programme that has been bench-marked and accredited by the IAB as comparable to Level 3 of Qualifications Framework in England with B Grade.

2015-18

### BACHELOR OF COMMERCE

Bharathiar University

Completed Graduation in Bachelor of Commerce from **Wisdom College, Paluvai, Thrissur**.

2013-14

### HIGHER SECONDARY CERTIFICATE

Kerala State Board

Completed Plus Two in Commerce stream from **Government Higher Secondary School, Poonkunnam, Thrissur**.

2011-12

### SECONDARY SCHOOL CERTIFICATE

Kerala State Board

Completed Tenth from **St Sebastian Higher Secondary School, Chittattukara, Thrissur District**.

## IT SKILLS

- ✓ Tally
- ✓ Peachtree
- ✓ MS Office
- ✓ SAP
- ✓ Quick Book
- ✓ E- Accounting

## EXPERIENCE

JULY 19 -

### EXECUTIVE TALLY OPERATIONS

Infotech Solutions, Thrissur

Currently working under Executive Tally Operations department from July 2019 at **Infotech Solutions, Ayyanthole, Thrissur**.

## STRENGTHS

- Ability to work hard
- Self Confident
- Good Communicational Skill
- Willing to work as a team
- Dedicated, trust worthy and punctual

## REFERENCE

**Mrs. Shobha**

Office Administrator  
Infotech Solutions, Thrissur  
Phone : 9349 119 683

## DECLARATION

I do hereby declare that all the information provided above are true to the best of my knowledge and belief. If I get this opportunity, I assure that I will sincerely to meet your expectation.