



**SHIJAS P A**

**Contact**



+971 509859248



[shijasashraf98@gmail.com](mailto:shijasashraf98@gmail.com)



City Centre Deira, Dubai

**Personal Information**

Father's Name : Ashraf P M  
Nationality : Indian  
Date of Birth : 27.11.1998  
Gender : Male  
Marital Status : Single

**Passport details**

Passport No : U2054423  
Issue Date : 18-02-2020  
Expiry Date : 17-02-2030  
Place of Issue : Cochin

**Language**

R W S

English	✓	✓	✓
Arabic	✓	✓	
Hindi	✓	✓	
Malayalam	✓	✓	✓

# CURRICULUM VITAE

## OBJECTIVE

Seeking a career opportunity with a highly reputed organization to utilize my experience, knowledge and skills to the maximum for the mutual growth and success.

## EXPERIENCE

### 1. Cashier

**SREE VALSALA PIPES**

- Feb 2020 to Oct 2023

*Palakkad - kerala*

## DUTIES PERFORMED

- Manage all accounting transactions
- Keep information confidential
- Handle monthly, quarterly and annual closings
- Ensure timely bank payments
- Report on the company's financial health and liquidity
- Monitoring all payments and preparing monthly billing reports.
- Assisting the accounting department with the preparation of financial reports.
- Updating accounting records with issued invoices, processed payments, new balances, and customer contact information.
- Strong attention to detail and good analytical skills
- Support month-end and year-end close process
- Secure financial information by completing database backups

### Trainings

- Marketing
- Office management
- Customer handling
- Telephone and email etiquettes

### Personal Skills

- Objective thinking
- Motivated
- Hard working
- Multi-tasking skills
- Able to work under pressure
- Etc...

### Software Knowledge

- Tally ERP 9
- MS word
- MS Excel
- MS Power Point
- Invoice Net Pro v9

## EDUCATION

**Diploma in CCA** (certificate in computerized accounting)

*ACE College*

*Under Government of Kerala*

**Bachelor of Business Administration**

*Mount Seena College* Lakkidi

*University of Calicut*

**Higher Secondary in Commerce**

*Puliyaparamb HSS, Kodunthirapully*

*Kerala State Board*

**Secondary Education**

*Puliyaparamb HSS, Kodunthirapully*

*Kerala State Board*

## REFERENCE

***Ajay (Managing Director)***

*(Sree Valsala Pipes)*

*+91 8921048979*

## DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

***SHIJAS P A***