



NABEELSHA S



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(Currently on visiting visa)

PERSONAL INFORMATION

Address : VP House Alayamon P.O Anchal kollam,Kerala,India

Date of Birth : 14 JULY 1999

Nationaliy : INDIAN

Hobbies : Travelling, Solving puzzles

AREA OF EXPERTISE

- Proficiencyin MicrosoftExcel (Pivot Tables, VLOOKUP, Macros)
- Proficiency in SAP S/4HANA Finance
- Proficiency in Tally prime
- General ledger management
- Accounts payable/receivable
- Cost accounting and controlling
- Financial data analysis
- Regulatory compliance

CORE SKILLS

- Organized and time management
- Great teamwork skills
- Good data entry skills
- Strong analytical and problem-solving skills
- Self motivated
- Customer service

CERTIFICATION

- **SAP FICO**
(Archon Solutions)
- **TALLY PRIME**
(Gtech education)
- **CBAP-Certified Business Analysis Professional**
(Infosys|springboard)
- **Business Analysis and Process Management**
(Coursera)
- **Advanced Excel**
(Gtech Education)

LANGUAGES PROFICIENCY

	Read	Write	Speak
English	5/5	5/5	5/5
Malayalam	5/5	5/5	5/5
Hindi	5/5	5/5	4.5/5
Tamil	0/5	0/5	4.5/5

CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company and to achieve the goals of the company that focuses on customer satisfaction and Customer experience

PROFESSIONAL EXPERIENCE

Accounts Associate | Starlitsuites,Kochi | March 2023 - June 2024

- Performed bank reconciliation to ensure accuracy between company records and bank statements.
- Handled GST invoicing.
- Managed cash handling, including daily cash balances and disbursements.
- Recorded petty cash expenses and bank transfers accurately in Tally ERP.
- Prepared and maintained beverages inventory reports for internal tracking.
- Conducted front office bill checking to verify accuracy and compliance with billing procedures.
- Credit card entry and statement review

Intern -Production Department | Terumo Penpol PVT.LTD, Trivandrum | Aug 2018 - Dec 2020

- Assisted in the planning, scheduling, and coordination of daily production activities to ensure timely completion and delivery of products. Monitored production line
- operations, identifying inefficiencies and potential areas for improvement. Helped in creating and updating production documentation, such as work instructions, process maps, and safety protocols. Supported the inventory management process by tracking raw materials, ensuring adequate supply levels, and preparing inventory reports.

EDUCATION

2021 - 2023 :Bachelor of Commerce (Cooperation)
Kerala University

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for correctness of the above mentioned particulars.

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