



SHILUSEELAN

Mob:056-9525447

mail-

shiluseelan95@gmail.com

PERSONAL DETAILS

Date of birth

03/06/1995

Nationality

Indian

Visastatus

Visit Visa Till 28/01/2024

Marital status: Married

PASSPORT DETAILS

PASSPORT NUMBER:

R3216418

DATE OF EXPIRY:

09 /08/2027

PLACE OF ISSUE:

TRIVANDRUM

LANGUAGES

Hindi

English

Malayalam

SOFTWARE SKILLS

TALLY(ERP9)

GCCVAT

MSOFFICE

ABOUT ME

Seeking a position in a growing and dynamic firm that offers professional growth and a positive work environment, to use my skills and abilities, resourcefully and innovatively to contribute towards the upliftment of the firm.

WORK EXPERIENCE

ACCOUNTS ASSISTANT

BESTMONEYGOLD | KERALA, INDIA

AUG 2021 - APR 2023

- Processed company documentation, such as invoices and payment checks.
- Managed all purchase orders and monitored company budget by controlling project checks.
- Performed administrative tasks, including filling, reporting, tagging fixed assets, etc.
- Completed the general ledger with payroll entries.
- Maintained flawless communication with the management.
- Analyzed QuickBooks data for accuracy.
- Communicated with clients on a daily basis and ensured excellent customer service.
- Performed data processing in MS Excel.

EDUCATION

- MASTER OF BUSINESS ADMINISTRATION
- ANNA UNIVERSITY PSN COLLEGE OF ENGINEERING & TECHNOLOGIES 2021
- BACHELOR OF BUSINESS ADMINISTRATION
- MAHATMA GANDHI UNIVERSITY SAS SINDHYA COLLEGE KONNI 2016
- H.S. E.
- GOVERNMENT OF KERALA BOARD OF SECONDARY EDUCATION MARTHA MAHSPATHANAMTHI TTA 2013

PROJECTS

- A STUDY ON PERFORMANCE MANAGEMENT AT TRACO CABLE COMPANY LIMITED – ERNAKULAM, KERALA
- A STUDY ON DATA ANALYSIS AND INTERPRETATION AT JANASTHUTHI CONSTRUCTIONS AND HARDWARE COMPANY LIMITED - TRIVANDRUM, KERALA

STRENGTH

- Critical Thinking
- Problem Solving
- Decision Making