

SAREENA P C

ACCOUNTANT

+919048085464, sareenapc11@gmail.com



OBJECTIVE

Motivated Commerce Scholar seeking entry-level accounting position. Dedicated to applying foundational knowledge and contributing to organizational success.

TECHNICAL QUALIFICATION

DIPLOMA IN INDIAN & FOREIGN ACCOUNTING

DIFA | G-TEC COMPUTER EDUCATION, KUTTIYADI

91% Marks (A+ Grade) | January 2024

DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING

DCFA | Accounts Service Society, Perambra

65% Marks | December 2008

ACADEMIC QUALIFICATION

PLUS TWO | COMMERCE

Govt. Higher Secondary School, Naduvannur

59% Marks | March 2006

SKILLS

- Financial Accounting
- Mathematical Aptitude
- Analytical Skills
- Attention to Detail
- Communication Skills
- Software Proficiency
- Problem-Solving Skills
- Teamwork and Collaboration
- Time Management
- Ethical Integrity

PERSONAL PROFILE

ADDRESS

Thottathil House

Paleri Post,

Calicut Dt,

Kerala - 673508

FATHER'S NAME

Abdulla P C

HUSBAND'S NAME:

Navas T

DATE OF BIRTH

12 – April – 1990

LANGUAGES KNOWN

English | Malayalam | Arabic

HOBBIES

Travelling | Listening to Music

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Tally Prime
- Sage50 Accounting
- QuickBooks Accounting
- English Typing