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shanon.chacko@yahoo.com

Date of birth 10-05-1995	Nationality Indian	Gender Male	Place of birth Ajman, U.A.E
Marital status Single	Driving licence Indian, Dubai	LinkedIn Shanon chacko	

Passionate, Dedicated, Competent, Both Smart and Hardworking individual with the capacity to go beyond what is expected and achieve company goals.

WORK EXPERIENCE

Academic consultant TOPPR Technologies private limited, Cochin, India	Aug 2021 - Oct 2021
<ul style="list-style-type: none">• Implement and oversee a high school guidance program that provides students with a safe and non-judgmental way to voice their concerns or worries.• Assist school administrators and educators with planning and carrying out school-related programs and events.• Analyze student performance in the classroom to provide guidance and identify potential problems.• Learn students' names, career objectives and other details so you can better serve them.• Help students develop academic plans in accordance with their skills, talents and strengths.• Work collaboratively with the school nurse and other supportive staff.• Facilitate crisis intervention and prevention programs• Communicate with teachers, parents and administrators on an ongoing basis about behavioral and academic problems.	
Payroll Administrator Truestonex Pty Ltd, Craigieburn Victoria, Australia	Nov 2019 - Jul 2021
Recording employee work hours Calculating pay and taxes, based on work-hour data Incorporating variables, like overtime, sick pay, holidays and expenses, into pay. Processing and paying salaries and wages - by cash, cheque or transfer. Issuing payslips to employees Addressing problems and answering queries Issuing P45s and other administrative tasks.	
Assistant accountant Karthika Technical Services (L.L.C), Sharjah, U.A.E	Aug 2018 - Jun 2019
<ul style="list-style-type: none">• Preparing financial documents such as invoices, bills, and accounts payable and receivable• Completing purchase orders• Managing payroll• Completing financial reports on a regular basis and providing information to the finance team• Assisting with budgets• Completing bank reconciliations• Entering financial information into appropriate software programs• Managing company ledgers• Processing business expenses• Coordinating internal and external audits• Verifying balances in account books and rectifying discrepancies• Verifying bank deposits• Managing day-to-day transactions• Recording office expenditures and ensuring these expenses are within the set budget• Assisting the finance department and senior accounting staff members with various tasks, including	

- preparing budgets, records, and statements
- Posting daily receipts
- Preparing annual budgets
- Completing the year-end analysis
- Reporting on debtors and creditors
- Handling accruals and prepayments
- Managing monthly budgeting tasks
- Encoding accounting entries for data processing
- Sorting financial documents and posting them to the proper accounts
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source
- Resolving errors in financial reports and correcting faulty reporting methods.

Accounting / sales

Jul 2016 - Sep 2016

Threads uniform, Dubai

- Serving customers.
- Dealing with customer queries and complaints.
- Handling payments.
- Displaying products.
- Helping with special promotions.
- Ordering stock.
- Overseeing deliveries.

LANGUAGES

English	Fluent
Arabic	Beginner
French	A1
Tamil	Advanced
Hindi	Advanced
Malayalam	Native

EDUCATION

Bachelor's of commerce (BCOM)

Sep 2015 - Sep 2018

Birla Institute of technology, Mesra, Ranchi , India (offshore campus R.A.K, U.A.E)

School education

Mar 2000 - Feb 2014

Our own English High school, Sharjah U.A.E

SKILLS

Microsoft word

Microsoft excel

Sales management

Account management

Microsoft powerpoint

Negotiation

Team work

Interpersonal communication

People management

Problem solving

Time management

Customer interaction

Customer service management

Attention to detail

Quick grasping

MY SQL

C++

REFERENCES

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Karthika Technical
services (L.L.C)