**SABIN**



**E-mail:** [sabin.354756@2freemail.com](mailto:sabin.354756@2freemail.com)

**ACADEMIC QUALIFICATION:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **University/Board** | **Year** | **Percentage** |
| **MCOM**  **(PG)** | Bharathiar  University  Coimbatore(Distance Education) | Bharathiar  University  Coimbatore | 2015 to 2017 |  |
| **B.COM**  **(UG)** | Co-Operative College  Kottayam | Mahatma Gandhi  University  Kottayam | 2008-2012 | 48% |
| **XII** | Grand College, Kottayam | Kerala State  Board | 2006-2008 | 60% |
| **X** | Govt High School Anakkara,Idukki | Kerala State  Board | 2006 | 62% |

**WORK EXPERIENCE:-**

* **Accountant**: Believers Church Kerala Diocese,Thottabhagam,Thiruvalla

**(Duration**: 2013 –Still Working**)**

**Responsibilities**:

»Daily opening & Closing of accounts (cash)

» TDS, VAT

» Bank Reconciliation

» Making monthly reports

**Responsibilities**:

» Daily opening & Closing of accounts

» TDS, VAT,

»Staff salary setting, PF, TDS etc.

» Bank Reconciliation

»Making monthly reports

**COMPUTER SKILLS:-**

* TALLY Erp9 (3 YEARS EXP)
* MS-Office
* Tally,Polaris,Frappe

**PERSONAL INFORMATION:-**

* Gender : Male
* DOB : 14-5-1990
* Blood group : B+VE
* Languages known : English, Malayalam,
* Father Name : K T Mathew

**PASSPORT DETAILS:-**

* Date of issue : 23-12-2016
* Date of expiry : 22-12-2026
* Place of issue : Trivandrum

**HOBBIES & AREAS OF INTEREST:-**

Listening to music, learning new things, chatting with friends, & playing cricket

**DECLARATION:-**

I do hereby declare that the particulars of information’s and facts stated here in above are true, correct and complete to the best of my knowledge and belief.