**Career Objective**

To work for a progressive organization in a highly motivating and challenging environment that provides the best Opportunities to grow and utilize my potential to the fullest to achieve the organization’s goal while achieving my personal goals.

**Career History**

**MYND SOLUTIONS PVT LTD.**

**Associate executive** (period 18st January 2017 to 7th September2017)

Duties:

* Calculating and checking to make sure payments, amounts and   records are correct.
* Prepare daily journal entries and general ledger account reconciliations
* Invoice processing
* Purchase order checking and analyzing
* GST checking
* Vendor enquiry handling
* Daily PHD report making
* Performed posting of customer payments by recording cheque, cash and

Credit card transactions.

**ACCOUNTANTS SERVICE SOCIETY**

**Accountant** (period 4th April 2014 to 21st March 2016)

Duties:

* Responsible for maintaining daily expenses records and preparing daily

work schedules for smooth flow of work

* Prepare trading, profit and loss account
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Analyzing tax

**Personal Competencies**

* Committed and Dedicated
* Hardworking person
* A Good team player

**CURRICULUM VITAE**

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**LIBIN**

**Personal details**

**Email:** [**libin.373444@2freemail.com**](mailto:libin.373444@2freemail.com)

**State:** Kerala **Nationality:** Indian

**Sex:** Male **Date of birth:** 24/09/1993

**Marital Status:** Single

**Visa Status:** Visit Visa

**Language known**

* **English**
* **Hindi**
* **Malayalam**

**Educational Qualification**

* Pursuing MBA specialized major in Human Resource from Bharathiar University.
* 2014 diploma in Corporate Accounts And Management from Accountants service society
* 2011 – 2014 B.com with computer application from Mahatma Gandhi University, Kottayam.
* 2013 Diploma in computer application from Nirmala College of Information Technology, Chalakudy.
* 2011 Plus Two (commerce) from St. Antony’s Higher Secondary School mala

**Achievements**

* Participated in the final stage of new product presentation conducted by Commerce Department Of Nirmala College Of Information Technology.

**Computer Awareness**

* Regular User of PC and Internet
* Windows 7,8,10
* Microsoft Applications (Word, Excel, Office, PowerPoint)
* Tally 9
* Oracle ERP
* SAP
* Outlook

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