**SIBIN**

**Accounts Assistant**

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**JOB OBJECTIVE**

To seek a challenging position as an **Accountant**in a progressive and reputedOrganization &eager to contribute a strong finance, accounting and administrative background to support the success of the organization.

**Summary of Skills & Experience**

* Hands on experience on Tally
* Basic Accounting knowledge
* MS Excel skills
* Written Communication Skills

**PROFESSIONAL EXPERIENCE:**

**14 PEAKS EVENTS:**

14 Peak Events, is one of India’s leading Event Management Company offering multi-disciplinary services across globe and has many corporate companies in its client base.

**Accounts Assistant (August 2017-Till Date)**

* Maintains Accounts payable records
* Prepare monthly close of the financial profits
* Assist in the preparation of annual financial reports
* In charge of all accounting functions
* Responsible for the financial transaction
* Responsible for the distribution of invoices

**Interior Expressions:**

Interior Expression is into manufacturing of architectural furniture’s, interior designing & decoration unit

**Accounts Assistant. (July 2013 – July 2017)**

* Performing accounts payable functions.
* Managing accounts and generating weekly checks for vendors.
* Assisted accountant for budgets, payrolls, forecasting, accounts payable and receivable.
* Manage company accounts and tax returns for audit.
* Ensured compliance accounting deadlines.
* Expertise in handling purchases and ledger reconciliation.
* Data Entry and Book-keeping functions.
* Issuance of Receipts and maintenance of cash on imprest basis.

**EDUCATION**

* Master of Business Administration in Finance Management From Bharathiar University-2016
* Bachelors of Commerce (Specialization in Computer Application) From Bharathiar University-2013
* Plus Two (Commerce) ACS EMHSS, Kaloor-2008
* 10thGrade ACS EMHSS, Kaloor-2006

**TECHNICAL SKILLS**

* MS Office
* MS Excel
* Tally

**STRENGTH**

* Positive attitude, team player and communication skills.
* Adapts quickly and positively to changing environment.
* Hard working, analytical approach and multitasking.
* Attention to detail.
* Streamlining workflow and creating a spirit of team work environment to enhance profitability.

**OTHER ACCOMPLISHMENTS**

* Participated in numerous sports events in School and District levels
* Participated in School art fest in District level.

**PERSONAL INFORMATION**

Nationality : Indian

Age & Date of Birth : 28, 11th April 1989

Languages known : English, Hindi, Malayalam

Marital Status : Single

**DECLARATION:**I hereby declare that all the above statements are true to the best of my knowledge and belief.