**T**

**V**

**SEBIN**



**SEBIN**



**DATE OF BIRTH: 25-11-1994**

**Visa**

**VISITING VISA**

**CONTACT**

**sebin-397212@gulfjobseeker.com**

**CAREER OBJECTIVES**

*To associate with a reputed company in order to build long term career by investing the best of my knowledge and educational qualifications and to serve the organization with an Outstanding output*

**COMPUTER SKILL**

SAP (Certification in Organizational ERP - SAP User and Accountant)



Tally ERP 9



M S Office



Confident to do any Accounting Software



**WORK EXPERIENCE**

*2 year experience as* ***Accountant*** *and* ***Office***



***Administrator*** *at***KEERTHI AGRO MILLS (P)**

**Ltd** *Kerala, India.*

*1 year experience as* ***Accountant*** *at* ***VASANTH &******COMPANY*** *Kerala, India.*



*6 Month experience as* ***Accountant*** *at* ***S AND P***



***ASSOCIATES***

**JOB PROFILE**

* Bank Reconciliation.
* Deals with Account Payables & Receivables.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options
	+ *Handle Payroll & Employee Benefits, scheduling and maintaining staff history*
* Substantiates financial transactions by auditing documents
* Maintaining accounting controls by preparing and recommending accounting policies and procedures
* Maintains accounting controls by preparing and recommending policies and procedures.



**ACADEMIC QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **COURSE** | **| YEAR** | **|** | **INSTITUTION & UNIVERSITY** |  |
|  |  |  |  | MAHATMA GANDHI UNIVERSITY |  |
|  | B.COM TAXATION | | 2015 | | | KERALA,INDIA |  |
|  |  |
|  | CLASS XII | | 2012 | | | St. EPHREMS H S S KERALA ,INDIA |  |
|  |  |
|  | CLASS X | | 2010 | | | St. EPHREMS H S S KERALA ,INDIA |  |
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| **PERSONAL DATA** |  |  |  | **ACHIEVEMENTS** |  |
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|  |  |  |  |
|  | *Nationality* | *:* | *Indian* |  |  | *Successfully completed SAP* |  |
|  |  |  |
|  | *Gender* | *:* | *Male* |  |  |  |
|  |  | *(Certification in Organizational ERP - SAP* |  |
|  | *Marital Status* | *:* | *Single* |  |  | *User and Accountant) from G.Tech* |  |
|  |  | *Kerala, India* |  |
|  |  |  |  |  |  |  |  |  |  |
| **LANGUAGES** |  |  |  |  | *Successfully completed Tally ERP 9 from* |  |
|  |  |  |  | *G.Tech Kerala, India* |  |
|  | English |  |  |  |  |  |  |  |  |
|  |  |  |  | *Won first prize in department level* |  |
|  |  |  |  |  |  |  |
|  | Hindi |  |  |  |  | *business fest held on De Paul College* |  |
|  | Malayalam (Native) |  |  |  |  | *Kerala, India.* |  |
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**DECLARATION**

*I Sebin V Babu, hereby affirm that the information provided aforesaid is accurate and valid, to the best of my knowledge and belief. I hold myself responsible for the content mentioned herein.*

**SEBIN**