



SEBIN SAJI

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented Bachelor of Commerce graduate with two years of hands-on experience in accounting, billing, and sales support. Skilled in financial record-keeping, invoicing, account reconciliation, and customer service. Proficient in MS Office applications and basic accounting software. Focused on delivering accurate financial operations and supporting organizational efficiency through reliable administrative and client management support.

SKILLS

- Financial Accounting & Bookkeeping
- Billing and Invoicing Management
- Sales Support and Customer Service
- Data Entry and Reporting
- Inventory and Order Management
- Administrative Coordination
- Accounts Payable and Receivable
- Bank Reconciliation
- MS Office Suite (Excel, Word, PowerPoint)
- Client Relationship Management
- Cash Handling and Payment Processing
- Time Management and Organizational Skills

EDUCATION

Professional Diploma in Computerised Financial Accounting	2023
Kerala State Rutronix	
Bachelor of commerce (b.com)	2022
MG University	
Plus two (computer science)	2019
St Berchmans Higher Secondary School	
SSLC	2017
St Berchmans High School	

PROFESSIONAL EXPERIENCE

Junior Accountant

- Maintained day-to-day accounting operations including ledger management, account entries, and financial reporting.
- Processed accounts payable and receivable transactions, ensuring timely and accurate financial records.
- Assisted in preparing monthly financial statements and supporting documents for audits.
- Conducted bank reconciliations and supported month-end and year-end closing activities.

- Utilized MS Excel for account tracking, financial data analysis, and report generation.

Billing and Sales

- Managed customer billing processes including invoice generation, payment collection, and account updates.
- Coordinated with the sales team to prepare quotations, manage client communications, and track order processing.
- Provided front-line support to customers by addressing inquiries and resolving billing issues.
- Maintained organized sales and billing records for reporting and audit purposes.

PROJECTS

A Study on Product Differentiation on Internet Banking Facilities Provided by Canara Bank – Kottayam Region

- Conducted research and analysis on customer preferences for internet banking services.
- Presented findings on how product differentiation impacts customer satisfaction and service adoption.

LANGUAGES

- English
- Malayalam
- Tamil