



# SEBIN SAJI

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## PROFESSIONAL SUMMARY

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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.

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## SKILLS

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

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## EDUCATION

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

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## PROFESSIONAL EXPERIENCE

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### 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.

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## **PROJECTS**

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### **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.

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## **LANGUAGES**

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- English
- Malayalam
- Tamil