

BLESSON SABU



Contact



blessonvazhavila@gmail.com



+91 96 56 31 53 95

+91 89 21 16 76 48



Vazhavila House,
Venchempu P.O,
Punalur, Kollam, Kerala.
Pin: 691333

Personal Details

Father's Name : Sabu Mathew

Date of Birth : 03.03.1994

Marital Status : Single

Languages : English, Hindi, Malayalam

Skills & Expertise

- Good Motivational and Communication skill
- Leadership Quality
- Up to Date Technology Expertise
- Team Work

Computer Proficiency

- MS Office
- SAP
- Tally ERP9
- Adobe Photoshop

Summary

Highly creative individual able to work confidently with diverse cultures and situations in which cultural awareness and appreciation are integral. Knowledgeable and keen graduate with solid theoretical business understanding mainly in Finance and Accounts and a range of practical experience. Seeking an opportunity to start a professional career with organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

Work Experience

2018-2020

Paragon Polymer Products Pvt Ltd, New Delhi

Junior Accountant

- Mainly responsible for preparing and sending out company tax invoice and delivery challan
- Generating E-Waybill
- Maintain cash payment recognition statement
- Preparing Bank Reconciliation
- Inventory Management and Preparing Kaizen Reports
- Customer's and Vendor's Ledger Management
- Generating Purchase and Sales orders

2017-2018

Computer Care, System sales and service, Karavalloor, Kollam

Accountant

- Preparing Tax Invoice and Cash Book
- Inventory Management
- Assist in auditing
- Purchase Order creation
- Installation of Computer Software and Hardware

Education

2015-2017

Master of Commerce (Mcom)

- UNIVERSITY INSTITUTE OF TECHNOLOGY, KOTTARAKARA, KOLLAM, KERALA
- UNIVERSITY OF KERALA
- FINANCE

2012-2015

Bachelor of Commerce (Bcom)

- UNIVERSITY INSTITUTE OF TECHNOLOGY, PATHANAPURAM, KOLLAM, KERALA
- UNIVERSITY OF KERALA

2010-2012

Higher Secondary

- HSS FOR BOYS, PUNALUR, KOLLAM, KERALA
- COMMERCE

2010

Secondary School

- N G P M HIGH SCHOOL, VENCHEMPU, KOLLAM, KERALA