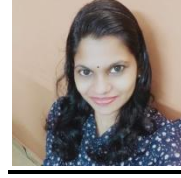


RESUME



Sunila Sebastian

Contact no: 9567349931

Email: sunilaajesh1986@gmail.com

Career Objective:

Seeking a challenging career, which offer exposure to best practice in a competitive and professional environment.

Professional experience:

Total 7 years of experience, not only in accounts field also administrative and client services too.

- Worked as accountant cum co-ordinator at somatheeram Institute of hotel management uloor- Trivandrum March2009 december 2009.
- Worked as Accountant cum administrator at chameleon creation sasthanamangalam- Trivandrum 2014 –January 2019
- Working as Accountant cum Office Admin at Astride Builders and develepor PVT LTD January 2019 till date.

Educational Qualification:

- B.com with computer application from Al-Azhar college Thodupuzha(Mahatma Gandhi University, Kottayam-2008)
- Higher secondary Education(Plus Two- Commerce) From Madhava Vilasom Heigher Secondary School, Thundathil Trivandrum-2005
- SSLC from Cordova English medium heigher Secondary School Ambalathara, Trivandrum-2003

Computer Proficiency:

- MS- Office : MS –Excel, Word
- Accounting Package: Tally ERP-9

Job Profile at Somatheeram Institute of Hotel management

- Responsible for General Accounting & updating entries in Tally.
- Responsible for Accounts receivable and Accounts Payable.
- Preparation Of salary statements
- Preparation of Bank reconciliation statement.
- Responsible for administration activities.
- Preparation & maintainace of statutory books of accounts and reconciliation statement.
- Co-ordinating with Students and teachers
- Providing counselling on admission time.

Job Profile at Chameleon Creation, sasthanamangalam

- Responsible for General Accounting & updating entries in Tally ERP 9.
- Responsible for Accounts receivable and Accounts Payable.
- Follow up creditors and debtors for payments.
- Responsible for administration and HR activities.
- Responsible For client service.
- Preparing monthly statements.
- Preparing Invoices, Purchase Order.
- Preparing Quotations.
- Acting as a Link between Clients and Vendors.
- Preparing GST filing

Personal details:

Date of Birth :22-7-1986

Nationality :Indian

Religion: Christian

Sex :Female

Marital status: married

Spouse Name: Ajesh Krishna Moorthy

Address: U234, Vasantham, cheruvally lane,Kajirampara PO, Trivandrum.

Hobbies: Listening music, cooking, travelling.

Languages known:English, Malayalam.