

CURRICULUM VITAE

BIBIN JOSEPH

**BIBIN JOSEPH
MUNDACKAL (H)
KURUKOOTIPOYIL
BEEMANADI (PO)
KASARAGOD
KERALA
INDIA
671314 (PIN)**



CAREER OBJECTIVE

To obtain an entry-level position with an organization that offers security and professional growth which requires strong analytical and technical skills.

PROFESSIONAL QUALIFICATION

Working as an Assistant Accountant at **RICCOWOOD MANUFACTURING INDIA PVT LTD**, Kaikondarahali, Bangalore from 17th August 2016 to till now.

MAJOR RESPONSIBILITIES

- Recording Accounts Payable and Accounts Receivable
- Assist with the preparation, analysis and verification of accounting records
- Responsible for keeping accounting records of the firm
- Assist in preparing payroll
- Managing resources in the firm
- Handling petty cash physically & handling petty expenses
- Assist in preparing bank reconciliation
- Maintaining the records of Inventory of the firm

ACADEMIC QUALIFICATIONS

Qualifications	Year of Passing	Institution	Board / University
M.COM	2018	DISTANCE	ANNAMALAI UNIVERSITY
B.COM	2016	G TEC COLLEGE KANHANGAD	KANNUR UNIVERSITY
PLUS TWO	2011	MARYGIRI SENIOR SECONDARY SCHOOL SREEKANDAPURAM	CBSE
SSLC	2009	MARYGIRI SENIOR SECONDARY SCHOOL SREEKANDAPURAM	CBSE

TECHNICALSTRENGTH

- Complete computer basic knowledge
- Professional Diploma in Indian & Foreign Accounting(PDIFA)-
International Association of Book keepers (IAB-UK)
 - TALLY ERP.9
 - PEACHTREE
 - QUICKBOOKS
 - MS WORD
 - MS EXCEL
 - CERTIFICATE IN BUSINESS CORRESPONDENT & BUSINESS FACILITATOR

STRENGTHS

- Self-disciplined and reliable person.
- Sincere, diligent and hard working.
- Willing to take responsibilities and initiative.
- Positive thinking and can adjust easily to changing environment.

HOBBIES

- Listening music.
- Playing football, basketball and chess.

PERSONAL INFORMATION

- **Name** : **Bibin Joseph**
- **Date of Birth** : **26-02-1992**
- **Gender** : **Male**
- **Marital Status** : **Single**
- **Nationality** : **Indian**
- **Languages Known** : **English, Hindi, Malayalam**
- **Passport No** : **N9061641**
- **Validity** : **29/03/2026**
- **Mobile No** : **+919446616711 , +918904160569**
- **Mail id** : **joseph.bibin2@gmail.com**
- **Skype** : **joseph.bibin2@gmail.com , +919446616711**
- **Permanent Address** : **Bibin Joseph**
Mundackal (H)
Beemanadi (PO)
Kurukootipoyil
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671314
- **Temporary Address** : **Bibin Joseph**
C/O Renuka Farms
Mullur
Mullur Village
Carmelaram (PO)
Bangalore
Karnataka
India
560035

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

BIBIN JOSEPH