

CURRICULAM VITAE

SEBIN JOY



Sebinjk748@gmail.com
09961585748

PERMANENT ADDRESS:

Kallumarukunnel (H)
Thondiyil P. O.
Peravoor, Kannur
Pin: 670 673
Kerala, India

PERSONAL DETAILS:

Father's Name: Joy
Mothers Name: Ammini

Age, Date of Birth: 31,
24-10-1990

Marital Status : Single

Language Known: English
and Malayalam

Passport No : L 4419720
Place of issue: Kozhikode
Date of Issue : 15/11/2013
Date of expiry : 14/11/2023

To work in a challenging situation that will bring the best out of my ability and my innovative ideas will be best utilized and to pursue a highly challenging and a creative career, where I can apply my knowledge and creativity, acquire new skills and contribute towards achieving the goals of the team and organization.

SKILLS

Tally ERP 9 & Prime
Microsoft Office (Excel, Word & Power point)
Internet
Team work
Commitment to Work

AREAS OF EXPERIENCE

- (a) Internal Auditing
- (b) E-filing of GST return
- (c.) Finance Analyst
- (d) Preparation of MIS reports to Top Management
- (e) Preparation of Profit & Loss and Balance sheet
- (f) Accounts receivables and payables
- (g) Preparation of Month end report & Annual report
- (h) Reconciliation
- (i) Project & Operation work handling
- (j) Experience in Tally business one
- (k) Preparing and analyzing financial statements like cash flow statement, balance sheet and profit and loss statement
- (l) Providing guidance on revenue enhancement, cost reduction and profit maximization
- (m) Recommending financial actions by analyzing accounting options

Work Experience – 7yrs

Year	Designation	Firm/Company
2020 - Present	Finance Analyst	Peekay Eyecare Hospital, Thalasseri
2018-2020	Internal Auditor	Indus Motors Company, Thevara, Kochi
2017-2018	Accountant	Shafis Ventures Pvt Ltd (GL International Projects, Kozhikode)
2014-2017	Accountant	Studd Safety Products (A.Div.Of Ray Construction Ltd, Kochi)

PROFESSIONAL & ACADEMIC QUALIFICATIONS

Graduation (B.com) completed from Kannur University April 2009 –March
2011

I did ICWAI intermediate but not completed - Trissur Chapter 2012 - 2013

Accounting packages and Tally Erp9 from ICWAI Bhavan – Trissur Chapter 2012 -
2013. Tally Erp9 from G-tech Institutions 2013 -2014

DECLARATION

I do here by declare that the above-mentioned facts are correct to the best of my knowledge and belief

Place: Thondiyil

Date:

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