



SEBIN JOY
 Accountant
 Kannur, Kerala
 Sebinjk880@gmail.com
 Phone: 09961585748

RESUME

WORK EXPERIENCE – 4 Years

2014–2017

Name of the Company	Designation	Year Of Experience
Stud safetyProducts (A Division Of Ray Constructions Ltd), Kochi	Accountant	2.8years

2017–2018

Shafis ventures Pvt Ltd, Calicut (GLInternationalProjects)	Accountant	1 Year
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CAREER OBJECTIVE

To serve in a responsible position at a Well -Structured organization where I can improve my skill and competence whereby also enhance the organization efficiency

ROLES AND RESPONSIBILITIES

1.Tax Filing (VAT) 2. Statutory Forms ("C form" Issue, E-Consignment, Debit & Credit note issue) 3. Receipts & Payments statements 4. Bank Reconciliation 5. Prepare Accounts statement, 6. Cash flow 7.E-Way Bill 8. Daily Register & Profitability Statement.8. Vehicle Maintenance Report. 9.Staff Performance Report.10. Prepare Accounts Statements (Daily, Weekly, Monthly & Annual Report)11.purchase & sales invoices, 12.Vouchers, Stock, 13.Sundry Debtors & Creditors, 14.Logistics chart 15.Profitability Statement, 16.Purchase Order 17.Analyze Company performance & Support BDM

SKILLS

.Good managerial skills and interpersonal relationships
 .Self Confidence and enthusiasm
 .Willingness to learn, good in written and verbal communication, ability to deal with other people diplomatically and comprehensive Problems Solving abilities

PROFESSIONAL SUMMARY

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

PERSONAL PROFILE

Date of birth 24/10/1990
Nationality Indian
Father's Name Joy
Sex Male
Religion Christian
Marital Status Single
Blood Group AB+ve
Languages known English,
Malayalam

Permanent Address

Kallumarukunnel(H)
Thondiyil PO
Peravoor Via
Kannur, Kerala 670 673
India

Contact Number

+919961585748, 0561460410

Passport Details

Number : L 4419720
Place of issue : Kozhikode
Date of issue : 15/11/2013
Date of expiry: 14/11/2023

Sebin Joy
Place: Kannur
Date :

TECHNICAL QUALIFICATION

Assistant Manager Experience, Accountant. Team Leader, Good Knowledge on Accounting Software such as Tally and also Application Software like Microsoft Office, Internet etc....

TOOL USED

Tally ERP 9
Ms Office
Internet

OTHER INTERESTS

Cricket, Movies

DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.