

BIBIN DEVASIA

Mobile: 9961776950

Email : bibindevasia97@gmail.com

OBJECTIVE

To be a part of an organization where I can effectively utilize and enrich my Accounting, Financial and Cost management knowledge and skills and put an effective use of analytical abilities and professional competence.

PROFESSIONAL AND EDUCATIONAL BACKGROUND

EXAMINATION	SPECIFICATION	SCHOOL/COLLEGE	BOARD/UNIVERSITY	YEAR OF PASSING	%
BCOM	Finance and Taxation	Christ College Puliyannala, Kttappana	Mahatma Gandhi University	2017	62
12th	Commerce	St.Philomina's H.S.S Upputhara	Board of Higher Secondary Examination	2014	78
10th		St.Philomina's H.S.S Upputhara	Board of Public Examination	2012	73

EMPLOYMENT HISTORY

<u>DESIGNATION</u>	<u>EMPLOYER</u>	<u>DURATION</u>
ACCOUNTS EXE.	WELCARE HOSPITAL VYTTILA	1.2 YRS

COMPUTER AND ACCOUNTING SOFTWARE SKILLS

- Tally ERP 9
- Oracle software kits
- MS Office

Key Responsibilities:

- ✓ Reconciliation of bank book, debtors and creditors .
- ✓ Preparation of doctors profit share statement and payroll.
- ✓ Statutory filing of PF,ESI and TDS .
- ✓ Petty Cash Maintenance.
- ✓ Preparing daily accounts of hospital by use of mediware software.
- ✓ Timely payment for suppliers/creditors.
- ✓ Verification of purchase bill with GRN.
- ✓ Deduction of TDS and timely payment of the same.
- ✓ Filing TDS and GST returns.
- ✓ Preparation of payroll
- ✓ Coordinating with statutory and internal auditors

Personal Details:

Date of birth : 18th july 1996

Sex : Male

Nationality : Indian

Language known : English, Malayalam, Tamil

Contact Details : 9961776950

Declaration

I do hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

Place : Vyttila, Ernakulam

Date : 13.02.2019

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