



Sachin Philip James

Accounts Assistant



Summary

- Organized Accounts Assistant knowledgeable in various accounting programs and possessing solid computer skills. Experienced in handling bookkeeping activities and correcting account errors. Adept at analysing complex situations and finding creative solutions to challenging problems.



Work Experience

01-2022 –
Present

Accounts Assistant
Sijo Saimon & Associates, Kottayam

- Assisted accountants in preparing tax returns and financial statements.
- Reported financial data and updated financial records in ledgers and journals.
- Review and analyse the Balance sheet, Income Statement and Cash Flow Statements.
- Communicated with clients on a daily basis and ensured excellent customer service.
- Performed data processing in MS Excel.
- Performed administrative tasks, including filing, reporting etc.
- Process journal entries and correct records to ensure accuracy.
- Analysed Tally data for accuracy.
- Assist with audit preparation including Balance Sheet, P&L.
- Preparation and Filing of GST monthly and quarterly, TDS, ESI and PF.

06-2019 -
03-2022

Junior Executive
Pushpagiri Medical College Hospital, Thiruvalla

- Performing monthly as well as daily financial analysis which includes the various cash and credit schemes in the hospital.
- Reporting to the Assistant Manager Billing regarding the monthly patient discharge and payment details.
- Coordinating with the HR and accounts department about the staff salary deductions.
- Handling cash inflow in the inpatient billing counter.
- Handling cash register of the inpatient department.



Education

2018-2021

Master of Commerce
Bharathiar University

2015-2018

Bachelor of Commerce
Mahatma Gandhi University



Personal Info

Email:
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+917012157778

Address:
Olasseril House,
Puramattom P.O Thiruvalla

Date of birth:
08-03-1993



Skills

- Bookkeeping
- Spreadsheet Management
- Team work
- Problem solving
- Detail Oriented
- Data processing
- Flexible Team Player
- MS Office
- Tally ERP 9.0



Languages

English

Malayalam



Certifications

Diploma in Indian & Foreign
Accounting