

# Rose Mary Sebastian

Finance professional with 3 years' experience



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📍 Maradu, Ernakulum

## OBJECTIVE

Seeking a challenging position in Accounts field which provides opportunities to pursue my career advancement and increase my knowledge and skills

## PROFESSIONAL EXPERIENCE

### ❖ **Accountant - PS Mission hospital, Maradu**

**From 16-05-2022 to Present**

#### Roles and Responsibilities

- Collection and checking daily cash close money from departments such as Pharmacy, Reception and Canteen.
- Counting and sorting cash for depositing money in bank on daily basis.
- Processing of salary payments to staff at every month.
- Issuing salary slips and salary statements to staff when needed.
- Issuing Account payee cheques to clients.
- Depositing Account payee cheques in banks.
- Managing NEFT Transactions
- Sorting and calculating bills for all creditors and clients in every month for processing bill payments.
- Updating cash and bank vouchers and on daily basis.
- Recording and updating daily cash book at the end of the day.
- Preparation of Bank Reconciliation statement.

### ❖ **Accountant – Kaztron NDT Pvt.Ltd**

**From 04.03.2021 – 31.04.2022**

#### Roles and Responsibilities

- Preparation of bills at every month.
- Processing of salary payments to staff at every month.
- Issuing salary slips and statements to staff when needed.
- Making payments of all due bills.
- Maintaining and updating daily cash books

### ❖ **Accountant -AB Trans Cargo**

**From 01.01.2020 – 15.02.2021**

#### Roles and Responsibilities

- Manage transactions with customers using cash register.
- Preparation of GST & without GST bills in every month.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, credits or change due to customers.
- Processing transactions, issuing cheques & updating ledgers.
- Count money in cash drawers at the beginning & end of shifts.
- Management of petty cash.
- Send quotations to different clients as a part of companies marketing duties.

## **EDUCATIONAL BACKGROUND**

<b>COURSE</b>	<b>INSTITUTE AND UNIVERSITY</b>	<b>YEAR OF PASSING</b>	<b>AGGREGATE PERCENTAGE</b>
MBA-Finance	Bharathiar university	2022	64 %
M.COM- Finance	St. Albert's college ,Ernakulam	2020	3.45
B.COM Finance & Taxation	St. Teresa's college, Ernakulam	2018	9.27
Plus Two	Govt.Girls Hss Thripoonithura	2015	92.75
SSLC	St.George's Hs Poonithura	2013	81.0

## **OTHER QUALIFICATIONS**

- Diploma in Sales Tax Practice under "THE KERALA STATE RUTRONIX"
- NPTEL Online Certification in Leadership skills.

## **CERTIFICATIONS**

- Diploma in Sales Tax Practice under "THE KERALA STATE RUTRONIX"
- NPTEL Online Certification in Leadership skills.
- Certificate for the paper presentation in the Albertian Knowledge Summit: An International Conference on Multidisciplinary Research, 2019.
- Certificate for paper presentation on the topic "Perception of card holders towards plastic money with special reference to cochin city" at St. Paul's college kalamassery for two-day International seminar, 2020.
- Certificate for State level workshop on research methodology, 2019.
- Certificate for volunteering International Conference on Rebuild Kerala, 2018.
- Certificate for National Conference on Impact of GST on Indian Economy, 2018.
- Certificate for member of Bhoomithrasena scheme of Government of Kerala 2016.

## **SOFTWARE KNOWN**

- Mediware software
- SPSS Software
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

## **SKILLS & COMPETENCIES**

- Strong work ethic.
- Good communication skills.
- Time management skills.
- Problem solving skills.
- Self-confidence.

## **LANGUAGE KNOWN**

- English : Full professional proficiency
- Malayalam : Bilingual proficiency
- Hindi : Full professional proficiency

## **PESRONAL DATA**

Name : Rose Mary Sebastian  
House Name : Onpathukandathil (H), Katthithara Road, Maradu  
Age : 25

I Rose Mary Sebastian hereby declare that the information presented above is correct to the best of my knowledge and belief.

Rose Mary Sebastian

