



SEBIN STEPHEN

Career Objective:

“Seeking a position in an organization which provides me the opportunity to improve my skills and knowledge and to build up a career, where I can use my skills for the betterment of the organization.”

Professional Experience:

- 1. Accountant | Abad Foods (FMCG)**
Tenure: From 2023 May – Pursuing
- 2. Accountant | Cococraft Chocolate Factory (FMCG)**
Tenure: From 2021 July – 2023 May
- 3. Relationship Officer | HDB Financial Services**
Tenure: From 2019 November - September 2020
- 4. Accountant | Frankfinn Institute of Air Hostess Training, Ravipuram Kochi**
Tenure: 2018 December to 2019 July.
- 5. Accountant | Vee Kay Consultancy Services, Willingdon Island Kochi.**
Tenure: 2016 March to 2017 November.

Responsibilities:

- Manage all accounting transactions.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Audit financial transactions and documents.
- Maintaining accurate records
- All Statutory filings (TDS,ESI,EPF)
- Reconcile and verification of cash book
- Initiating corrective measure for systematic accounting.

Education Qualification:

Course		Pass out	CGPA
B. Com in Co-operation	Mahatma Gandhi University	2015	1.95
HSS		2012	64%
SSLC		2010	72%

Certifications:

- Diploma in computerized financial management (C-DIT)
- Tally ERP 9,Prime and SAP

Personal Details:

Address : Pulickal Parambil House, Alex Road, Thevara P.O- 682013

Contact Number : 9037464693,7907143794

Email ID : sebinsrk@gmail.com

Father's Name : Stephen P. M

Date of Birth : 18-08-1994

Nationality : Indian

Gender : Male

Languages Known :

	Read	Write	Speak	Understand
English	✓	✓	✓	✓
Malayalam	✓	✓	✓	✓
Tamil			✓	✓

PROFESSIONAL SKILLS

- Knowledge in Tally ERP 9, Ms Excel, Word,Power point and MS Outlook
- Familiar with Windows and Operating Systems

Declaration

I hereby declare all the above given information are true and correct to the best of my knowledge and belief.

Yours Sincerely,

SEBIN STEPHEN