



Sibin Abdul Salam

My Contact

✉ Sibinabdulsalam@gmail.com

📞 9400804447

Technical skills

- Tally
- Zohobooks
- Quickbooks
- Microsoft excel

Soft Skill

- Observation
- Adaptable
- Willingness to learn
- Honest

Education Background

Indira Gandhi National open university

Masters of Commerce

Completed in 2021

Indira Gandhi National Open University

Bachelor of commerce

Completed in 2019

Government Girls Higher Secondary School

*BPlus one Plus two
commerce (Computer Application)*

Completed in 2012

Accountant

To employ my knowledge and experience as an accountant with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills & expertise.

Professional Experience

SOUTH INDIA METAL CORPORATION/ Accounts Executive
1/11/2022 - 30/04/2024

Key responsibilities:

- Sale billing & E-invoice, e way bill generations.
- Entering purchase bills.
- Day to day transactions in tally prime.
- Sending quotations
- E-mail communication
- Follow ups of incoming order
- Debtors follow up
- General office work.

NSA & CO chartered accountants
1/5/2022 - 31/10/2022

Key responsibilities:

- Preparation of accounts
- Income tax return filing
- GST filing
- Assisting in all aspects relating to preparation of financial statements & annual audit

Certificates

Certificate in SAP modules FICO, MM & B one.

Certificate in GST.

Diploma in corporate accounts & management.