



## JIBIN SEBASTIAN

### Contact Details:

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### Personal Data:

Address: Kottayam,  
Kerala.  
Birth date : 17/10/1986  
Nationality : Indian  
Passport Number: U8037931

### Languages:

English  
Malayalam  
Hindi

### Skill Highlights

- Communication
- Documentation
- Cash Handling
- Accounts handling
- Customer Service
- Scheduling
- Time Management
- Enquiry Services
- Organisation
- Billing & Collection

Experienced Administrator having Post Graduation in Commerce with nearly 3 years of working experience as an Emergency Department Executive. Also having experience in industries like Teaching, Finance and Accounts. Have practical knowledge of Microsoft Office, Advanced Excel and accounting softwares like Tally.

### Work Experience

#### Emergency Department Executive – 09/2018 to 01/2022

##### Believers Church Medical College Hospital, Thiruvalla

- Handling patient registration, admission and discharge.
- Responsible for billing of patients visit and collecting payment.
- Providing clinical and technical support to patients and bystanders and answering their queries.
- Coordinating ambulance services and COVID-19 screening.
- Room and ward management, call services.

#### Administration Manager – 04/2017 to 09/2018

##### M/S Kallukalam & Co. (Chartered Accountants), Changanasserry

- Secretarial work
- Coordinated with clients, articles, staffs and trainees for Income Tax filing, Financial Statement preparation, Internal and External Audit, Company filing, GST, TDS etc.
- Handled cash, administration, client services, TDS filing.
- Handled independent accounts and prepared CA Certificates like Networth certificate, Due diligence certificate, End use certificates.
- Prepared hearing sets for Income Tax Departments.

#### Stores Head, Area Head, Branch Head, Asst. Branch Head-12/2010 to 11/2016

##### Manappuram Finance LTD, Kerala

- Responsible for handling gold loan business and its compliances.
- Motivated subordinates & Handled the duties of store department.
- Gained Marketing, Finance, Loans, Accounts, Assistant Manager, Manager, Area Manager, Unit Manager experiences.

#### Commerce Teacher – 07/2009 to 03/2010

##### Media Village College of Commerce, Kurishumoodu

- Faculty in computer applications and business laws in commerce subject.

#### Audit Assistant – 03/2008 to 02/2009

##### Vennali Group of Concerns, Changanasserry

- Responsible for accounts, receivables and payables management.
- Responsible for examination and verification of all the transactions of pledge and lease.
- Handled system wise posting and customized software.

## Computer Proficiency

- Microsoft Office
- Tally ERP 9.0
- Visual Basic Base
- Internet
- Advanced Microsoft Excel

## Academic & Professional Qualification

Education Details	Period	Board/ University
<b>Master of Commerce (Finance)</b> St.Berchmans College, Changanacherry	<b>2007-2009</b>	Mahatma Gandhi University, Kerala
<b>Bachelor of Commerce (CA)</b> St.Berchmans College, Changanacherry	<b>2004-2007</b>	Mahatma Gandhi University, Kerala

## Certifications

- 'Communicative English Course-Basic' from G-English Academy (Gtech), Changanasserry, March, 2011.
- 'Certified Financial Accountant' course from 'The Institute of Accountant' Kaloor, July, 2010.
- 'Basic Life Support for Healthcare Providers Course' from Believers Church Medical College Hospital, Thiruvalla, October, 2018.
- Enrolment certificate for GST Practitioner by Government of India, August, 2020.
- Advanced Microsoft Excel from IIITMS, Changanacherry in January 2022.

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