



INSON SEBASTIAN

CONTACT

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■ +971 52 9304550

📍 Hamdan St, Abu Dhabi
United Arab Emirates

SKILLS

- Teamwork
- Communication
- Problem Solving
- Flexibility
- Interpersonal

TECHNICAL SKILLS

- Tally ERP 9
- Tally Prime
- M. S Excel
- Various Accounting Software's

PROFESSIONAL SUMMARY

- Finance & Accounting professional bringing around 3- year experience in managing audits, accounts receivable, payables, bank reconciliation, financial statement and other administrative works – seeking position as Finance or Accounts Executive Officer – open to work in any position.

EXPERIENCE

The Big Dizzire Wedding Centre

Designation : Accountant

Period : February 2023 to December 2023
Kerala, India

M.K Colour World Paints & Hardwares

Designation : Accountant

Period : April 2022 to February 2023
Kerala, India

Abdul Rahim & Co.

Designation : Audit Assistant

Period : June 2019 to August 2020
Kerala, India

Accounting Duties

- Maintaining and controlling the General Ledger, Accounts receivable and Accounts payable and Fixed Assets.
- Post and process journal entries to ensure all business transactions are recorded.
- Ensuring payments to vendors on time in compliance with purchase order.
- Maintaining petty cash records
- Preparation of bank reconciliation and payroll
- Records of fixed assets in the system and update the fixed asset register.

LANGUAGES

- English
- Hindi
- Malayalam

Reference

- Mrs. Anju C S Senior Accountant
The Big Dizzire Wedding Centre

+91 8111969454
- Mr. E M Bijukumar Proprietor
The Big Dizzire Wedding Centre
+91 9447799399

Taxation Duties

- Accompanied Audit teams in Tax Audit under Income Act 1961 of various proprietorships, partnerships firms and companies.
- Prepare period reports such as Balance sheet, Profit & Loss, Cash Flow Statement and supporting schedule for audit.
- Vouching of Cashbook, Bank Book and related expense ledger, sales and purchase register, debtors and creditors register, prepare audit worksheet, fixed asset schedule and checking applicability of various section.

EDUCATION

- **Master of Commerce**
Finance
Allahabad State University
- **Bachelor of Commerce**
Computer Application
Mahatma Gandhi University, Kerala
- **Higher Secondary**
Commerce
Board of Higher Secondary Education Kerala
- **10th**
Central Board of Secondary Examination

PERSONAL INFO

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|---------------------|---|------------|
| Date of Birth | : | 11.11.1997 |
| Nationality | : | Indian |
| Gender | : | Male |
| Marital Status | : | Single |
| Permanent Address : | Valiyaparampil House Pandy, Pandy P O., Alappuzha – 690 517 | |

I hereby declare that the above facts and information are true, correct, and complete to the best of my belief and knowledge.

Date: 18.12.2023

Place: Hamdan St, Abu Dhabi