



MARYKUTTY SEBASTIAN
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OBJECTIVE

A POSITION IN THE ACCOUNTING DEPARTMENT

Motivated, highly-dedicated, and competent individual seeking an entry-level position

SUMMARY

- ❖ Sound knowledge of generally accepted accounting principles(GAAP)
- ❖ Proficient in using Tally, MS office spreadsheet,
- ❖ Strong attention to detail with ability to prioritize and accomplish tasks within deadline
- ❖ Exceptional numerical, organizational, and customer service skills
- ❖ Strong written and verbal communication skills
- ❖ Knowledge of computer software such as excel
- ❖ Fast typing
- ❖ Accurate data entry
- ❖ Editing skills
- ❖ Customer service experience

SKILLS

TECHNICAL SKILLS	SOFT SKILLS
Microsoft office excel	Time management
Microsoft office word	Problem solver
Microsoft office PowerPoint	Team work
Tally ERP 9	Fast typing
HTML	Work ethic
C++	Creativity

WORK EXPERIENCE

ADMIN ASSISTANT

Painans industries, Athirampuzha, Kottayam, Kerala,India(2019)

- ❖ File management
- ❖ Maintained company records , database and spreadsheets
- ❖ Manage accounts and perform bookkeeping
- ❖ Schedule appointments and maintain calendars

EDUCATIONAL QUALIFICATION

- ❖ **B.COM WITH COMPUTER APPLICATION(2016-2019)**
Bishop Kurialacherry college for women Amalagiri,(mahathma Gandhi university kottayam , kerala,india)

COURSE ATTENDED

- ❖ **Customer care executive**
- ❖ **Microsoft office specialist**
- ❖ **Workshop on capital market**
- ❖ **Certificated course in tax concept**

AREAS OF EXPERTISE

- ❖ **Attention to detail**
- ❖ **Knowledge of computer software, such as excel**
- ❖ **Strong written and verbal communication skills**
- ❖ **Fast typing**
- ❖ **Accurate data entry**
- ❖ **Ability to work independently**
- ❖ **Editing skills**
- ❖ **Customer service experience**
- ❖ **Proficient in using Tally, MS office word, excel and power point**

CERTIFICATIONS

- ❖ **MICROSOFT OFFICE SPECILIST**
- ❖ **FOUNDATION PROGRAMME IN CAPITAL MARKET**
- ❖ **CERTIFICATED COURSE IN CUSTOME CARE EXECUTIVE**
- ❖ **CERTIFICATED COURSE IN TAX CONCEPT**
- ❖ **INDIAN RED CROSS SOCIETY**
THROUGH HUMANITY TO PEACE
(Constituted under Government of India act XV of 1920 as Amended by act XXII of 1956)
KOTTAYAM DIST. BRANCH, KERALA STATE
- ❖ **NATIONAL SERVICE SCHEME [2016-2018]**
(Mahatma Gandhi University)

PERSONAL DETAILS

Address	: Najda Street, Abu Dhabi, UAE
Nationality	: Indian
Marital status	: single