

Resume



Sibin Devasia
Accountant

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23/10/1994
 Alappuzha
 single
 India



OBJECTIVE

Certified Accountant with 3+ years of experience of ledger processes, account reconciliation and prepare tax accounts. Possess an M. Com with a focus in seeking a challenging career in a company that can provide me the best platform to employ my accounting and self motivation skills to achieve my personal as well as organizational goals.



EXPERIENCE

- Accountant cum Audit Associate**, Biji Joseph & Co. Chartered Accountants 09/2020-09/2021 Kottayam
 - Rendered audit services to various business entities.
 - Collect, categorize, calculate, verify and enter data to maintain accurate records.
 - Summarizes current financial status by collecting information;preparing balance sheet, profit and loss statement and other reports.
 - Supporting accounting and auditing teams in their daily functions
- Accounts Assistant**, G C Technologies 09/2018-08/2020
 - Maintain company ledgers and daily financial transactions.
 - Create financial documents such as bills, invoices, pay- orders, payables, receivables and purchase orders.
 - Manage payroll activities.
 - Create daily reports for management and team members.
 - Coordinate and manage payment and billing details of external service providers, contractors and vendors.
 - Support month end close process



EDUCATION

- M.Com with Finance**, Marthoma Academy / Mahatma Gandhi University 2015-2017
- B. Com with Finance**, St. Aloysius College /Mahatma Gandhi University 2012-2015
- XII Grade, Board of Higher Secondary Examination, kerala**, 2010-2012
- SSLC**, General Education Department, Kerala 2010-2010



CERTIFICATIONS

- Professional Diploma in Indian & Foreign Accounting**, G. Tec computer Education, Thiruvalla 9 months
- SAP**, G. Tec computer Education



SOFTWARE SKILLS

- Tally ERP 9
- Microsoft Word
- Microsoft Excel
- Quickbook basic
- Peachtree basic



ACHIEVEMENTS

Completed the Research Students Programme conducted by Kuttanadu Vikasana Samithy on personality development.

Successfully completed assessments for the job role of documentation assistant under PMKVY, national skills qualification framework level 4.



PERSONAL SKILLS

- posses Good Planning and Coordination skills
- Committed, Self learning and Hard working
- Good at Time Management and adaptive to environment
- Strong organizational skills and attention to details
- Excellent conceptual and analytical skills
- Good communication skills



LANGUAGES

- English
- Malayalam
- Hindi



REFERENCES

Mr.Doney Thomas

G C Technilogies
Managing Director
919790824046
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Mr.Biji Joseph

Biji joseph & Co Chartered Accountants
Chartered Accountant
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DECLARATION

I here by declare that all the information furnished above is true to the best of my knowledge and belief.

Date :
Place :



Sibin Devasia