



FEBIN SEBASTIAN

ACCOUNTANT

CONTACT

- +971581543163
- febinsebastian133@gmail.com
- linkedin.com/in/febin-seb
- Deira, Dubai

PROFILE

- BBA Qualified Finance Professional. Completed Advanced Diploma in Corporate Accounting and Taxation (ADCAT).
- 1 year of experience in Junior Accountant and Audit Assistant.
- Good exposure in Microsoft Office Tools.
- Team player with good Inter-Personal skills.

PRO SKILLS

- Financial decision making
- Critical thinking
- Problem solving Investment decision
- Active learning

EDUCATION

- University of Calicut, Kerala, India (2016 - 2019) Bachelor of Business Administration (finance)
- Leora International Academy, Kerala, India (2019 - 2020) Advanced Diploma in Corporate Accounting and Taxation (ADCAT)
- M.T.H.S.S Chungathara, Kerala, India (2014 - 2016) Plus Two
- M.T.H.S.S Chungathara, Kerala, India (2013 - 2014) SSLC

EXPERIENCE

DIGIBIZ BUILD ON QUALITY RATING PVT LTD. ACCOUNTANT (2020 Sep-2021 Sep)

- Created financial reports and supported all areas of responsibilities.
- Created and maintained all financial reports.
- Analyzed revenue and expenditure trends and recommended the appropriate budget levels and ensured expenditure control.
- Interacted with internal and external auditors in completing audits.
- Preparation of labor agreement
- Performed process analysis and communicated recommendations to management.
- Prepared vouchers for payment receipt and journal.
- Prepared invoices to clients for the related works.
- Trained and supervised new employees.

PERSONAL SKILLS

- Goal oriented
- Initiating continuous improvement
- Reliable and Trustworthy
- Fast Learner
- Time management
- Creative spirit

TECHNICAL SKILLS

- MS word
- MS excel
- Tally erp9
- QuickBooks
- GCC VAT
- Sap(fico)
- Digital marketing
- Google sheets

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : Apr 24th ,1998
- Marital Status : Single
- Passport No. : U2222803
- Visa Status : Visit Visa
- Languages : English, Hindi
Malayalam

DECLARATION

I hereby declare the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

CERTIFICATION

- GCC VAT
- TallyACE
- Microsoft Office Specialist
- QuickBooks Desktop
- SAP Fico
- Advanced Diploma in Corporate Accounting and Taxation

TECHNICAL SKILLS

- MS word
- MS excel
- Tally erp9
- Genova

CAREER OBJECTIVE

To explore the different fields and pursue an ambitious career in a dynamic organization with challenging environment and seek an opportunity for continuous learning with job satisfaction.

REFERENCE

* ASHIQ

DIGIBIZ BUILD ON QUALITY PVT LTD
HR Manager
Perithalmanna, Malappuram, Kerala

91-8590602886

*REJANI REBEL

Leora International Academy
Centre Manager
Ernamkulam, Kerala

91-7559012255

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