



SEBIN GEORGE

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Objective

Seeking a position in Accountant, Cashier, Sales Executive, HR or Administrative roles in your organization to utilize my educational qualifications along with my bookkeeping and analytical skills for mutual growth and success. Desire a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting. To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

Travancore Gold and Diamonds

April 2019– Present

Accounts Assistant cum Sales Executive

- Provides administrative support.
- Creates and submits daily reports to leadership.
- Tracks employee attendance through HRM software.
- Provides administrative support in a variety of functions to a department head, team, department.
- Cash collection and tallying.
- Responds to Important Emails.
- Ability to operate general office equipment such as personal computers, printers, copiers, scanner, fax or other office machines.
- Making invoices for Customers through billing software.
- Interaction with customers
- Attending and informing the important thing to customers.
- Maintaining cheque collection and remitting into bank time to time.
- Documentation of important files and maintaining.
- Attending Auditing monthly and submitting required files.
- Customer Relationship with Sales Experience.
- Making Estimate of products.
- Gift and Packing Materials Maintenance and Payment Invoice Tracking.

Super Brain Abacus

June 2018 – July 2019

Business Development Manager and HR Accountant

Super Brain Abacus is a leading organization for training. It was my pleasure to work with them in various roles including: Business Developer, HR Accountant, Administrative Assistant, and Staff Trainer.

I played the role of:

- Served as the hiring source for General Accounting personnel
- Maintained Accounts Receivable and Accounts Payable
- Maintained petty cash, bank accounts, purchases, general vouchers and posted the same
- Employee vendor account reconciliations and clearing
- Supported annual external audits
- Payroll accounting and reconciliations
- Monthly balance sheet reconciliations
- Prepared weekly cash position reports
- Prepared Government remittances and tax forms (VAT, etc.)
- Prepared of monthly management pack
- Prepared of yearly budget reports
- Ability to create financial statements either manually or using accounting systems
- Assorted accounting tasks assigned by my manager
- Arranged/attended client calls and meetings
- Conflict control

Super Brain Abacus is a new organization, working there for **ONE YEARS AND NINE MONTH** helped me to explore more new skills and made me hardworking, self-motivated and able to deal with stressful situations. It also created a very positive work attitude in myself.

Kalyan Jewellers India Ltd(October 2013 -July 2018)

Administrative Assistant,Cashier,Computer Operator and Sales Executive

- Provides administrative support.
- Creates and submits daily reports to leadership.
- Tracks employee attendance through HRM software.
- Provides administrative support in a variety of functions to a department head, team, department.
- Cash collection and tallying.
- Responds to Important Emails.
- Ability to operate general office equipment such as personal computers, printers, copiers, scanner, fax or other office machines.
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EDUCATION

BHARATHIYAR UNIVERSITY **2019**

Bachelor's in Business Administration (BBA)

DEPARTMENT OF TECHNICAL EDUCATION GOVT OF KERALA **2012**

Computer Engineering (software)

**BOARD OF HIGHER SECONDARY EXAMINATIONS
GOVT OF KERALA** **2009**

GENERAL EDUCATION DEPARTMENT GOVT OF KERALA **2007**

Skills

Management: • Sales • Team building • Problem solving • Decision making • Leadership • Planing • Interpersonal and Communication • Organization and Delegation • Self-motivating • Diagnostic and Analytical Skill • Conceptual Skill • Forward planing.

Communication: Fluent in • English • Malayalam • Tamil • Hindi and Kannada

Computers: • Operating system (Windows) • Office suite (MS Word) • Presentation software (MS PowerPoint) • Spreadsheets (MS Excel) • Communication and collaboration tools (Skype, WhatsApp, Zoom, Google Meet) • Social media (Facebook, Instagram, Twitter)

Declaration

I hereby declare that the above-mentioned information is true and complete to the best of my knowledge.

Yours faithfully,
SEBIN GEORGE

