

LIBIN SABU

Bangalore

ACCOUNTANT

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 Bangalore - India

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ABOUT ME

I am from Kerala, India. An Accountant with four years of experience both technically focused and customer orientated. I am looking for a career that is both challenging and rewarding. I can work independently using my own initiatives or as part of a team

SOFTWARE

SAP	★	★	★	★	★
Tally ERP9	★	★	★	★	★
Excel	★	★	★	★	★
Word	★	★	★	★	★
Outlook	★	★	★	★	★

LANGUAGES

- ✓ English
- ✓ Malayalam
- ✓ Hindi
- ✓ Tamil

WORK EXPERIENCE

22nd
November
2017 to
current
(Bangalore-
India))

Paragon Polymer Pvt Ltd Accountant

- Raise purchase order in a timely manner
- Ensure that Goods Received Note (GRN) is updated as per the movement of materials
- Complete purchase of materials required for survey as per requirements
- Analyze and submit bills to Finance & Internal Audit
- Complete generation of e-way bills
- Fulfill requirements of petty cash and generate vouchers as required reference
- Complete SAP transactions for asset creation, asset transfers & stock transfers

4th August
2016 to
6th October
2017

(Kollam-
India)

Harikumar and Associates Accounts Trainee

- As this is a CA firm i had the opportunity to assist to handle the accounts of various types of Business Establishments like Trading firms, Partnership firms and Manufacturing Companies.
- Assisting for the preparation of p&L A/c, Balance sheet, Cash flows, Monitoring and Reconciling Bank A/c, Customer follow-up, Suppliers Payments, Preparing Payroll, Sales Tax etc.

EDUCATION

2015
Kerala, India

Bachelor of Commerce
Kerala University

2016
Kerala, India

PDCFA
Kerala State Rutronix

2015-16
Kerala-India

Corporate Accounting
Practical accounting training programme