







ALBY C SEBASTIAN

ACCOUNTANT

M.Com. Post Graduate with 6 years track recording financial accounting analysis and auditing. Seek challenging career in high growing company with competitive and challenging environment and utilize my experience and educational to its full potential

PERSONAL

-  Name : Alby C Sebastian
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EDUCATION

- 2019
Master of Commerce – International Business Operations
Indira Gandhi National Open University
- 2016
Bachelor of Commerce – Computer Application
Mahatma Gandhi University

EXPERTISE

- QuickBooks
- Tally Prime & ERP 9
- Financial Analysis & reporting
- Accounts Receivable (A/R)
- Accounts Payable (A/P)
- Month & Year end closing
- Account Reconciliation
- Fixed Asset Management
- UAE VAT
- Auditing
- Foreign Currency Accounting
- Microsoft office

LANGUAGE

- English ★★★★★
- Hindi ★★★★★
- Malayalam ★★★★★



WORK EXPERIENCE

Dec 2021 – Nov 2023– Accountant & Internal Auditor

Stamford Accounts & Internal Audit Service, Sharjah, UAE **(Accounting & Auditing firm, Clients industries like Manufacturing, Trading, Construction, Automobiles)**

- Prepare & maintain accurate financial statements, records and reports
- Verify the tax invoice to ensure all tax invoice are properly booked & issued
- Ensure monthly closing checklist together with all JV backup and supporting documentation are prepared and reviewed for all entities
- Review and audit all accounting records and transactions
- Prepare & record asset, liability, revenue expense and journal entries
- Maintain fixed asset register & Depreciation schedules
- Maintain input & output VAT details on monthly wise
- Reconciliation of bank, debtor, and creditor accounts
- Preparing monthly ageing reports as per due date of customers
- Checking import and export declaration with invoices & VAT summary

Oct 2019 – Aug 2021 - Accountant

Nandilath G-Mart, Pala, Kerala, India (Trading Firm)

- Invoicing and Bookkeeping
- Cash handling
- Preparing delivery challans
- Preparing Daily Sales report
- Monthly Stock Auditing

Aug 2018– Sep 2019 - Accounts Assistant

QLife Consumer Products Pvt Ltd - Nest Group, Kerala **(Manufacturing & Trading)**

- Handling Petty Cash & Preparing payroll
- Posting of purchase invoices
- Dealing with sales invoices, income, receipts, payments
- Monitors and maintains current inventory levels, processes purchasing orders as required, tracks orders and investigates problems
- Monthly inventory checking and reconciles actual inventory with that of godown inventory.

Sep 2016–Sep 2017 - Audit Assistant

Jacob & Jacob Chartered Accountants, Kerala, India **(Accounting & Auditing firm)**

- Organizing and Assisting Audit works
- KVAT and Service tax filing works
- Finalization of Accounts



CERTIFICATION

- Diploma in Financial Accounting (Tally)
- Diploma in International Business Operation

PERSONAL INFORMATION

- Gender & Age : Male,28
- Date of birth : 28 October 1994
- Nationality : Indian
- Place of Birth : Kerala ,India
- Visa Status : Visit Visa
- Marital Status : Single
- Availability : Immediately

REFERENCE

- References available upon request

SOFT SKILLS

- Confidence
- Leadership skill
- Work flexibility
- Adaptability
- Detail oriented
- Independent
- Hardworking