



Siphin Antony Raphy

Komban(H) karanchira p.o Thrissur,kerala. (UAE visiting validity:
October 11/10/2023-10/12/2023)
971581535022 , 918592912144 |
current address: Al Nhada sharjah / siphinraphy18@gmail.com

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- BG GROUPS (Best Transports) TIRUNELVELI, TAMILNADU** June 2023 - October 2023
Assistant accountant
 - *Monitoring daily communications and answering queries
 - *Handling petty cash,preparing bills and receipts
 - *Accounting records are entered into an estimation application of SAP software, then Excel and spreadsheets are used.
 - *Maintaining accounting records, making copies,filing documents etc...
- NANDILATH GMART IDUKKI KERALA** December 2022 - June 2023
Assistant accountant
 - *Monitoring daily communications and answering any queries.
 - *Preparing statutory accounts.
 - *Ensuring payments, amounts and records are correct in SAP software.
 - *Working with spreadsheets, sales and purchase ledgers and journals etc...
- RELiance SMART KOCHI, KERALA** May 2022 - December 2022
Billing,Customer Service Associate(CSA) and C&A
 - *Receive, sort, and track incoming payments
 - *Bill the goods brought by the customer
 - *Issue receipts for received payments
 - *Address and solve customers questions and issues
 - *Securely handle customer data and payment information
 - *Provide regular, accurate reports of billing data
 - *Also operates the weighing machine etc...

Education

- CTS INFOTECH, Palarivattom** 2022
Systems, Applications & Products in Data Processing (SAP), SAP Finance and SAP Controlling (SAP FICO)
&Studied various courses related to SAP such as Tally, QuickBooks, Peachtree & Microsoft office
- THARANANELLUR ARTS & SCIENCE COLLEGE, CALICUT UNIVERSITY** 2022
B.com co-operation
- ST.ANTONY'S H.S.S MOORKAND** 2019
HSC
- ST.ANTONY'S H.S.S PAZHUVIL** 2017
SSLC

Skills

- SAP • Tally • QuickBooks • Peachtree Software • Microsoft Office • Billing • Money handling abilities • Warehousing functions

Languages

- Malayalam
- English
- Tamil

Reference

- **Liya Jose - CTS Infotech**
Accounting Faculty
liyajoseandrews@gmail.com
9048227187
- **Suneesh - Reliance retail**
Assistant Store Manager (ASM)
98950 46651
- **Abin Thomas - Nandilath Gmart**
Accountant Head
7902697057
- **Navab - BG Groups Tirunelveli**
Manager
94460 31111

LinkedIn ID

- <https://www.linkedin.com/in/siphin-raphy-b33517285>

Passport Details

- Passport Details : W8825231
Date of Issue : 20.12.2022
Date of Expiry : 19.12.2032

TECHNICAL KNOWLEDGE

- Knowledge in Ms Office (Excel, PowerPoint, Word)
Knowledge in Tally ERP9 and Tally Prime
Knowledge in Quickbook
Knowledge in Peachtree
Knowledge in SAP
Knowledge in GST

DECLARATION

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