



LIBY MATHEW

ACCOUNTANT | TALLY SPECIALIST | RECEPTIONIST

CAREER OBJECTIVES

A dedicated, well-oriented B. Com graduate, specialized in Computer Application with an experience of 4 years, seeking an opportunity in the field of accounting and data entry. Simultaneously managed several tasks, highly curious and focused on learning in all parts of life personally and professionally.

WORK EXPERIENCE

Bharath Hospital, Kottayam India

November 2019 - August 2021

- Successfully managed transactions for over 500 customers daily, ensuring accuracy and efficiency in all cash handling.
- Processed customer payments using a variety of payment methods, including cash, cheque, credit and debit cards.
- Demonstrated excellent customer services while providing fast and friendly checkout services.

A&B Sanitations Kottayam India

February 2019- October 2019

- Issue and post bills, receipts, and invoices.
- Assisting clients with any invoicing questions.
- Evaluating data for quarterly reports to upper management.
- Contributed to efforts to simplify and centralize the billing process.

Whitelayer Photography, Kerala, India

January 2018 - December 2018

- Handle incoming calls on a multi-line phone system and direct them to the correct staff member while answering general inquiries as required.
- Provide administrative support when needed, such as data entry, preparing correspondence, and record-keeping.
- Resolved customer enquiries in a prompt and friendly manner.

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 Flat 30, Khalid Building, Wasit street, Samnan, Sharjah

PERSONAL INFO

Date of Birth : 7th November 1992

Nationality: Indian

Religion : Christian

Marital Status: Married

Visa Status. Visit

Valid till: 04 February 2024

Passport No. Y5581950

STRENGTH

- Flexible
- Committed
- Quick - learner
- Hardworking
- Enthusiastic
- Time management

KEY SKILLS

- Data Entry
- Book keeping
- Microsoft Office (Excel, Word, PowerPoint)
- Ability to prepare journals and vouchers.
- Knowledge of Account Payable & Account Receivable

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

ACADEMIC QUALIFICATION

Mahatma Gandhi University, 2014
Bachelor of Commerce, specialized in Computer Applications

Plus Two, 2011
Board Higher Secondary Education, Kerala

SSLC, 2008
Board Public Examination.Kerala

ADDITIONAL QUALIFICATION

- Diploma in Indian and Foreign Accounting (DIFA), G TEC. Kerala
- Proficient in Accounting software like Tally ERP 9
- Diploma in Data Entry Operator course ,ITI,Kerala

DECLARATION

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

Date: 09/12/2023

Place: Sharjah

Liby Mathew