



+971524773824

libythomas976@gmail.com

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: 07 December 2023

Passport No:Y5581950

## STRENGTH

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

# 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.



## KEY SKILLS

---

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

## LANGUAGES KNOWN

---

- English
- Malayalam
- Hindi

## DECLARATION

---

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

**Date: 21/11/2023**

**Place: Sharjah**

## 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

**Liby Mathew**