



SEBASTIAN JOSEPH

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### CAREER OBJECTIVE

To be a part of a progressive organization to update my knowledge, skills in accordance with the trend and part of a good team and dynamically work towards growth of the organization.

### WORK EXPERIENCE

- Worked as Articled Trainee for a period of 3 years, under **George and Sebastian, Chartered Accountants, Ernakulam, Kerala.** (From 29<sup>th</sup> September 2012 - 29<sup>th</sup> September 2015)
- Working as Accountant for **Al Jasmi Holding Co. Seef, Bahrain** (9<sup>th</sup> February 2016 – Present)

#### PROFILE – SNAPSHOT

**Domain:**  
Finance

**Years of Experience:**  
10 years

**Experience:**  
Accounting Functions  
Banking & Cheque Payments  
Other tasks

### EDUCATION

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|---|-----------------------|------|-----|
| • <b>M.com Accounting &amp; Finance</b> | Annamalai University  | 2021 | 57% |
| • <b>B. Com Banking</b>                 | Mysore University     | 2012 | 67% |
| • <b>+2 Commerce</b>                    | Karnataka State Board | 2009 | 77% |
| • <b>10th</b>                           | CBSE                  | 2007 | 67% |

### ROLES AND RESPONSIBILITIES

- Statutory audits, internal audits and Tax audits of corporates & non-corporates.
- Preparation of books of accounts, bank reconciliations, ledger scrutiny and preparing financials up to finalization.
- VAT filing as per Bahrain Law
- Analysis of financial data and preparation of financial reports.
- Tax Return Filing.
- Offering advice in relation to Tax matters – Companies, Individuals and Partnership Firms.
- Preparation of Direct and Indirect Tax returns.
- Handles Petty cash, receivables, and payables.
- Assist in administration works.

### SKILL INVENTORY

- Expertise in finalization of accounts, preparing Balance Sheet, and other financial reports to keep a track of financial performance.
- Preparation and analysis of different projects in Bahrain, UK, Europe

- Expert in VAT filing, accurate and fast in accounting and auditing.
- Energetic and capable of working independently.
- Possesses good teamwork spirit & good leadership qualities.
- Expert in finding accounting errors and designing solutions for the problems

## IT SKILLS:

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- Competent in use of MS Office Packages (MS Word 2007, MS Excel 2007, MS Power Point, MS Outlook).
- Competent in use of Accounting Packages (Tally)
- 100 Hours IT Training of Institute of Chartered Accountants of India.
- Internet Applications.

## KEY SKILLS:

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- Good Team Player, hardworking, reliable, efficient and responsible.
- Willingness to learn and openness to new ideas.
- Can handle confidently accounting and finance functions involving critical responsibilities
- Wide exposure to accounting policies and procedures.
- Ability to work in a fast-paced environment, handling multiple priorities.
- Innovative and ability to analyze problems and categorize them.
- Positive mindset.

## LANGUAGES

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- English - Fluent
- Hindi - Basics
- Malayalam (Mother Tongue)
- Kannada

## PERSONAL PROFILE

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AGE : 31 YEARS  
DOB : 22.01.1992  
NATIONALITY : INDIAN  
SEX : MALE  
MARITAL STATUS : MARRIED  
FATHER : MR. JOSEPH SEBASTIAN  
DRIVING LICENSE : BAHRAIN & INDIA

## REFERENCE

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References available on request

## DECLARATION

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I hereby declare that all the above information furnished is true to the best of my knowledge.

**(Sebastian Joseph)**