

STEBIN STELLAS

Dubai, United Arab Emirates



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stebinstellas12@gmail.com



OBJECTIVE

To Work in an open, exciting and professional environment having excellent growth prospects and contribute to the growth of the organization as well as myself by meeting or exceeding the organizational expectations.

ACCOMPLISHMENT

A hardworking person with a strong sense of co-operation and strict adherence to discipline and dedication. Enthusiastic and committed to maintain quality and efficiency. Fast learner, self-motivated, applying methods and technical updates in my day-to-day work with a high degree of attention and commitment to work.

WORK HISTORY

Junior Accountant
Ashapura Minechem LTD
Trivandrum
01-June-2016 to Present (2 Years)

Current Job Description ;

- Vouching
- Preparing cash book, bank book, general ledger, and final accounts.
- Purchase bills after the verification of documents.
- Preparing the monthly income statement, inventory controls, and Audit reports.
- Calculating Value-added Tax (VAT) per product.
- Preparing financial statement.
- Finalization of accounts.

ACADEMIC QUALIFICATION

- **Bachelor of Commerce** from MG College, Kerala, India
- **XII** from St. Josephs HSS, Trivandrum, Kerala
- **X** from Our Lady of Mercy HSS Puthukurichy, Kerala

COMPUTER SKILLS

- MS Office applications (**MS Excel, MS Word, MS PowerPoint**)
- Accounting Softwares (**Tally ERP9, Peachtree, Quickbooks, TataEx, Aqura and DacEasy**)

PERSONAL PROFILE

Visa Status	: VISITING
Visa expiry	: 21.07.2018
Passport No	: L7410023
Date of Issue	: 18.02.2014
Date of expiry	: 17.02.2024
Place of Issue	: Trivandrum
Date of Birth	: 11.10.1994
Gender	: Male
Nationality	: Indian
Marital Status	: Single
Languages Known	: English and Malayalam

Declaration

I hereby declare that the above given details are accurate to the best of my knowledge.

STEBIN STELLAS