

STEBIN KURIAN

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PROFILE SUMMARY

- Dedicated and detail-oriented accountant with experience in financial management, reporting, and analysis. Proficient in maintaining accurate financial records, conducting thorough audits, and ensuring compliance with accounting standards and tax regulations. Adept at leveraging technology to streamline processes, improve data accuracy, and enhance financial decision-making. Strong analytical thinker with a proven track record of identifying and resolving financial discrepancies, reducing costs, and optimizing financial performance. Seeking to apply my expertise in financial management and my passion for accuracy and efficiency in a dynamic accounting role.

KEY SKILLS

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|-----------------------|----------------------|
| • Financial Analysis | • Teamwork |
| • Attention to Detail | • Taxation Knowledge |
| • Problem-Solving | • Risk Management |
| • Analytical Thinking | • Client Relations |
| • Adaptability | • Cost Management |
| • Time Management | • Multi-tasking |

EMPLOYMENT CHRONICLE

ACCOUNTANT

Jun 2019 to Present

KCPMC LTD

KEY RESPONSIBILITIES

- Overseeing sales and purchase transactions, as well as conducting bank reconciliations.
- Scrutinizing all financial entries for accuracy and generating reconciliation statements related to bank transactions.
- Executing standard accounting tasks, including maintaining the general ledger and managing accounts payable and receivable.
- Carrying out bank reconciliation procedures.
- Administering E Way Bill processes and preparing and facilitating GST tax filings and payments.
- Managing bank-related payments and overseeing petty cash handling.
- Coordinating with internal departments and external stakeholders to gather financial data and ensure accuracy in transactions.
- Conducting regular financial audits and assessments to identify discrepancies and recommend corrective actions.
- Preparing and maintaining detailed financial records and documentation in compliance with regulatory requirements.
- Assisting in the preparation of financial reports, including profit and loss statements and balance sheets.
- Collaborating with the finance team to analyze financial data, trends, and forecasts for informed decision-making.
- Participating in the development and implementation of financial policies and procedures to enhance efficiency and control

EDUCATION

PG DIPLOMA IN INTERNATIONAL BUSINESS

2019

IGNOU University

MASTER OF COMMERCE [M.Com.]

IGNOU University

MASTER OF COMMERCE [M.Com.] - FINANCE

2019

MG University

Sahya Jyothi Arts and Science College

B.COM FINANCE AND TAXATION

2017

MG University

Sahya Jyothi Arts and Science College

TECHNICAL QUALIFICATION

- **DIPLOMA IN BANKING AND ACCOUNTING | 2017**
Ncert. Ministry of Skill Development and Entrepreneurship

COMPUTER PROFICIENCY

- MS Word/ Excel
- Tally
- GST
- SAP
- Basic Operation

LANGUAGES KNOWN

- English : Proficient/Fluent (C2)
- Hindi : Proficient/Fluent (C2)
- Malayalam : Native

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

REFERENCE

- Available upon request