



JIBIN T J

Al rahma square building Flat International city phase 2
Warsan 4 Duabi, UAE

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Executive Summary

M.Com graduate with 1+ years of experience as Junior accountant and Assistant accountant looking for an opportunity to apply my passion and professional expertise in the relevant field of my experience and knowledge.

Achievements

- Completed 3 exams in scouts.
- Attended NSS camps, 2 at University level and 3 at MAPS College.
- Best NSS Volunteer (2018-2019) (MAPS College, Mangalore)
- Co- Convenor, International Conference organised at St Agnes Post Graduate Centre.
- Volunteer Head, National Level Fest (2018 – 2019) MAPS College.

Core Skills

- **Productivity Tools** : Microsoft Word, Excel, Powerpoint, Outlook, Nudi, Tally.
- Event organizing and Planning
- Communication and Presentation
- Team Management
- Keen Observer
- Trustworthy
- Smart Working ability

Other Details

Language : English, Kannada,
Tamil, Tulu, Malayalam.
DOB : 05/11/1998
Nationality : Indian
Visa Type : Visit visa
Validity : 16/12/2023

Work History

Assistant Accountant 2A | 2021 – 2023 (December – March) Infosys BPM Ltd.

- LOE Creation.
- Project Code Creation and extensions.
- Alcon – Confirmations – For TM CTM and FP Project Codes. Expense Recovery confirmations, non billable confirmations, Credit Memo Request, Invoice cancellation request, Invoice edit request.
- IDS – Invoice review, consolidation and dispatching invoices to end client.
- Co-ordinating with project manager, Senior project Manager and Delivery manager for OMS, ICR, IER issues.
- Co-ordinating with AP and AR team for right invoice tagging and reconciliation of invoices.
- Working on Client Portal for invoice submission through respective Purchase orders and tracking new purchase orders.
- Solving the issues occurred during invoicing.

Education History

St Agnes Centre for Post Graduate Studies And Research, Mangalore

2019 – 2021

Master of Commerce

Mangalore Academy of Professional Studies, Mangalore

June 2016 – April 2019

Bachelor of Commerce

St Joachim's Pre University College - Kadaba, Puttur

June 2014 – April 2016

Pre University commerce