



# LIBIN TOM LAJI

📞 6238830635

✉ [libinlaji66@gmail.com](mailto:libinlaji66@gmail.com)

📍 KOLLAM, KERALA 691508

## SUMMARY

Confidential candidate successful at increasing monthly revenue using insightful marketing strategies and aggressive product development. Skilled at understanding customer and employee requests and meeting needs. Further success by strengthening staff training, streamlining Internal systems and facilitating sales techniques.

## EXPERIENCE

### **JUNIOR ACCOUNTANT**

**APRIL 2022 – JULY 2023 ACCOUNTANT SERVICE SOCIETY  
KOLLAM, KERALA**

- Verified accuracy of invoices and other accounting documents of records
- Performed daily accounting task such as journal account reconciliation, cash flow management, budgeting and forecasting
- Assisted with payroll processing activates such as calculating wages Based on hours worked

### **JUNIOR ACCOUTANT**

**2023 SEP- 2023 NOV- THANKAMALIKA JEWELLERY**

- Verified accuracy of invoices and other accounting documents of records
- Performed daily accounting task such as journal account reconciliation, cash flow management, budgeting and forecasting
- Assisted with payroll processing activates such as calculating wages Based on hours worked

### **JUNIOR ACCOUNTANT CUM CASHEIR**

**JANUVARY 2024 – PRESENT EVAS VEHICLES KOLLAM,  
KERALA**

- Receiving cars and bike from customer. Overall checkup of body and Mechanical parts
- Assisted in store merchandising, stocking shelves and setting up Displays
- Provided strong customer service by greeting and building relationship with key clients

## DECLARATION

I do hereby declare that the information given above are true and correct to the best of my knowledge and belief.

Place: Kollam  
Date

Libin Tom Laji

## SKILLS

- Communication Skills
- Tally and SAP qualified
- Budget Management
- IT Literacy
- Financial Analysis

## EDUCATION

07/2019 – 03/2022  
University of Kerala  
B.com Co-operation

06/2017-03/2019  
Kerala Board of HSE  
Plus Two (Commerce)

03/2017  
Kerala Board of Public Examination  
SSLC

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil