

# SACHIN BIJU



## Contact

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34, Malayil House, Hari Nagar, Moor  
kanikara, Kozhukully P.O, Thrissur, 6  
80752 (IN)

## Skills

Tally.ERP 9 100%

Microsoft Office 100%

Google Analyst 80%

Google Adsense 80%

Social Media Management 80%

SEO Management 80%

## Language

English

Hindi

Malayalam

## Interests

Blogging

Reading

## OBJECTIVE

Adaptable, open-minded, analytical accounting expert with over 3 years of experience eager to join a respectable, customer-focused financial institution as an accountant. Accountant with advanced knowledge of auditing, preparation of individual, corporate, and partnership tax returns, and the development of quarterly and year-end estimates. Detail-oriented with exceptional organization and communication skills with the drive to exceed expectations on every assignment

## EXPERIENCE

### Seventh Day Adventist School Palakkad

September  
2016 -  
Present

Accountant

Job duties include:

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements

Calculate and prepare cheques for payrolls and for utility, tax and other bills

Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents

Prepare tax returns and perform other personal bookkeeping services

Prepare other statistical, financial and accounting reports.

### One Hour Translation

February  
2018 -  
Present

Freelance Linguist

Job duties include:

Translate a variety of written material such as correspondence, reports, legal documents, technical specifications and textbooks from one language to another, maintaining the content, context and style of the original material to the greatest extent possible.

Revise and correct translated material

Identify the terminology used in a field of activity

May train and supervise other translators

## EDUCATION

### Indra Gandhi National Open University

2019

Post Graduate Diploma In International Business Operations  
Second Class

Bachelor Of Commerce

First Class

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#### PROJECTS

##### Intern at Scorpio Events

Duties include finding and booking venues, liaising with clients and suppliers, handling logistics, managing budgets and invoicing, organizing accreditation, managing risk, and presenting post-event reports.

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#### REFERENCE

##### V T Mathai - "South West India Union of SDA"

Associate Treasurer

sunnyottapalam@gmail.com

##### Sreejith Sreedharan - "Al Ghurair"

Income Auditor

sreejithp485@gmail.com

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#### ADDITIONAL INFORMATION

### Social Media Links:

**LinkedIn:**

<https://www.linkedin.com/in/sachinbiju/>

**Instagram:**

<https://www.instagram.com/sachinbiju/>