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SONU K JOSHY

BUSINESS & FINANCIAL OPERATIONS ANALYST

EXPERIENCE

INTERNATIONAL MEDICAL CITY HOSPITAL WLL, BAHRAIN Accountant, Feb 2018 - June 2020

- Recommend financial actions by analyzing accounting options.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Document and record all the financial transactions.
- Reconcile all financial discrepancies by collecting and analyzing account information.
- Monitor daily cash collections & petty cash etc.
- Secure financial information by completing data base backups including Tally.
- Prepare payments by verifying documents and requesting disbursements and take prior approval from the management authority before each & every payments.
- Maintain customer confidence and protect operations by keeping financial information confidential.
- Maintain and verify all purchases and do the confirmations with the approvals from the concerned authority.
- Resolving payroll discrepancies by collecting and analysing information and preparing reports by compiling summaries of earnings, deductions, leave, disability etc.
- Reporting day to day activities to the management and maintaining account records in a perfect condition.
- Maintaining accurate accounts and records of the company and dealing with financial irregularities and taking remedial measures to rectify the same.
- Acting as a officer with the banks and other financial institutions on behalf of the company.
- Communicating financial issues to the management and the staffs who are not related with financial dealings and keeping them in good understanding of the financial positions.
- Maintain and review computerised Or manual records of items purchased , cost , deliveries , product performance and inventory.

ABOUT ME

An experienced dynamic professional in Financial Services Industry managing various roles in:

- Finance and Accounting
- Client Settlement
- Risk Management
- Problem Solving
- Maintaining Payrolls , ledgers , inter company records and payments
- Vat Accounting
- Documentation of all financial transactions
- Reconciles bank accounts by gathering and balancing information

Good knowledge and experienced in Tally ERP - 9 , System Application and Products in data processing (SAP) , MS OFFICE (word , Excel and power point)

EXPERTISE

- Integrity
- Reconciliations
- Risk Managementt
- Self Motivation
- Team Management
- Change Management
- Accounting & Finance
- Organizational Skills
- Ability to manage deadlines

EDUCATION

MBA in Finance and Logistics
(ANNA UNIVERSITY) 2017
Bachelor of Commerce
(MG UNIVERSITY) 2015

KEYCOMPETENCY

- Interpersonal Skills
- Team Player
- Strong leadership skills
- Good Decision Maker
- Problem Solver
- Goal & Result Oriented
- Efficient Communicator
- Resourceful

PERSONAL INFO.

DOB: 16th June 1994
Gender: Male
Status: Married
Nationality: Indian
Visa Status: Resident Visa

ACCOUNTING SERVICES SOCIETY ERNAKULAM

Accountant, January2017 - January2019

- Tally ERP - 9 Ledger Posting
- Tax Entry
- Cash an Bank Book Maintenance
- Stock ledger
- Handling variety of project of different companies and completing the same within the time provided
- Submitting detailed report to the management after the successful completion of every project and keep appropriate records for the same.

TRAINING PROGRAM

- 1 month internship training in COCHIN SHIPYARD LTD
- Certificated in National Institutes of Security Market (NISM)
- Graduated in Diploma and foreign Accounting (DIFA)

I hereby declared that the above mentioned informations are true and fair according to my knowledge

Sonu K Joshy