

Jisha K Joshua

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Career Objective

To obtain a challenging senior accountant position, one which will make best use of my existing skills and experience and grow with the company to achieve its goal and get additional knowledge.

Personal Summary

A confident, multi-skilled & experienced accountant with excellent knowledge of accounting and taxation procedures. Capable at managing multiple projects and consistently meeting deadlines under pressure. Proficient in supplying quick responses to financial enquiries from internal management and potential clients.

Work Experience

Java Travel & Hospitality Pvt Ltd., Bangalore

Senior Accounts Executive: Oct'2018 – Present

- Provides financial information to management by researching and analysing accounting data: Preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and generate monthly reports.
- Reconciles financial discrepancies by collecting and analyzing account information
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Deals with third parties, such as vendors, customers and financial institutions.
- Excellent communication & team management skills.
- Strong analytical and negotiation skills
- Resolve issues and handle complaints quickly and effectively.

Highlights

Knowledge in Accounting & Taxation

Accounts Receivable/Payable

Financial Statement Analysis

Invoicing and Payments

Bank Reconciliation

Clerical Support

Tally Proficient

Good Excel skills

Flexible

Hard Worker

Kinds of Industry Audited

Public Sector Undertakings

Private Limited Companies

Hospitals

Charitable Trusts & Non Profit Organisations

Retail Trading Units

Consultancy Units

Burrito Restaurants Pvt Ltd, Bangalore

Accounts Executive: Sep'17 – Sep'18

- Inputting of vendor invoices, sales invoice and all receivable entries in tally.
- Ensuring that the payment of invoice is completed within the agreed time and in accordance with the payment terms.
- Identifying invoices that are overdue or have not been received.
- Making and receiving calls to and from suppliers on variety of queries.
- Setting up vendor accounts and reconciling the statements.
- Keeping track of every transaction of petty cash expenses as per company standards.
- Accounting bank transactions and reconciling it with company accounts.
- Reconciliation of different receivable statements with the companies' cloud sheet.
- Preparation of various reports for management meeting.
- Supervising junior financial staff.
- Assist in the preparation of monthly balance sheet account reconciliation.

Personal Skills

Ambitious

Likeable

Positive Attitude

Personal Details

Address: Palanilkunnathil House
Elanthoor PO
Pathanamthitta
Kerala – 689643

Mothers Name: Susamma Joshua.

Date of Birth: 05.04.1992.

Gender: Female.

Languages Known: English,
Kannada, Malayalam & Tamil.

Marital Status: Single.

Passport Details

Passport No: N4644976

Place of Issue: Trivandrum

Date of issue: 12/11/2015

Date of Expiry: 11/11/2025

Blaze IT Solutions, Bangalore

Assistant Accountant (Entry Level Accountant): Nov'16 – Aug'17

- Preparation of invoices and the upkeep of an accurate accounting filing system.
- Inputting of supplier invoices and employee expense claims to the ledgers and making all tally entries without any fail.
- Debtor, Creditors & Bank reconciliations.
- Fixed assets accounting, reconciliation & depreciation accounting.
- Preparation of TDS returns filing workings and making payments for TDS, ESI, PF & Professional Tax.

K Varghese & Co, Chartered Accountants, Kollam

Article Assistant: Oct'13 – Oct'16

- Evaluating internal control systems and procedures of clients with a view to find the shortcomings and proposing corrections.
- Preparation of Financial Statements from finalised trial balance.
- Preparing computation of taxable income from basic data like cash inflows and outflows and tax credit certificates in form no. 26AS.
- Prepare and submit Income Tax returns of various entities (mainly Individuals, Partnership Firms, Companies, Trusts)

- Inventory valuation, ledger scrutiny & Vouching.
- Inspection of stocks, cash and bank balances as on closing date & preparation of bank reconciliation statement to confirm the record is accurate.
- Preparation of project report for availing loans from bank including preparation of projected balance sheet, profitability statements, cash flow statements etc.
- Preparation of financial data questionnaire & utilization certificates.

Interests

Music & Reciting English poems

Reading Inspiring Books

Craft Making

References

Esther Roshini Chandy – CFO
(Java Travel & Hospitality Pvt Ltd)

Contact No: 9148084888

Harish. K – Accounts Manager
(Burrito Restaurants Pvt Ltd)

Contact No: 9738249098

Sanjoy Maity – Finance Controller
(Burrito Restaurants Pvt Ltd)

Contact No: 9986266776

CA Sam Varghese – Partner
(K Varghese and Co, Chartered Accountants)

Contact No: 9249767030

Academic Qualifications

Master's Degree in Commerce **2014 – 2017**

Bharathiar University, Coimbatore

Passed with **First Class**

Bachelor's Degree in Commerce (Computer Appl.) **2010 – 2013**

Marthoma College of Science & Technology, Ayur

Passed with **Distinction**

Higher Secondary Education (Bio -Maths) **2008 – 2010**

St Thomas HSS, Kozhenchery

Passed with **Distinction**

Secondary School Leaving Certificate **2008**

St Mary's GHS, Kozhenchery

Passed with **Distinction**

Certifications

- GMCS Course organised by Quilon Branch of SIRC of ICAI.
- ITT Course organised by Ernakulam Branch of SIRC of ICAI.
- Orientation Programme organised by Ernakulam Branch of SIRC of ICAI.

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Jisha K Joshua