

JYOTHI JOHNSON

+91 9526333248

jyothijohnsonazhakathu1994@gmail.com



Accountant with 4.5 years of experience in accounting and finance. Experienced in bookkeeping, tax calculating, and reporting for business clients and organizations. Capable professional with expertise in accounting software programs. Strong work ethic and commitment to integrity and accurate record keeping. Eager to join in a team and help to improve an organization's financial focus.

Experience

01/2016 to 04/2017

Junior Accountant

Rajagiri Exporters, Cochin - Kerala

- Book Keeping, Voucher filing
- Posting and processing journal entries to ensure all business transactions are recorded
- Updating accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist senior accountants in the preparation of monthly/yearly closings
- Attending to any correspondence and emails by customers

06/2017 to 07/2018

Account cum Admin Executive

Skypark Trading Contracting & Services W.L.L, Doha - Qatar

- Monthly Closure of books of accounts
- Verification of purchase bill, cash payments.
- Prepare payments to vendors (process payment, prepare invoice, payment voucher, receipts, cheques).
- Writing up accurate and timely financial reports.
- Assisting in annual and monthly budget preparations.
- Reporting on any outstanding invoices.
- Dealing with email enquiries
- Answering incoming calls
- General office management

Highlights

- Results-oriented
- Strong analytical skills
- Highly trustworthy
- Organizational capacity
- Ethical
- Ability to motivate staff and maintain good relations
- Good stress management
- Compliance with organizational rules & regulations

Education

M.Com/ Annamalai university/2018

B. Com/ Kerala University/ 2015

CA Inter/ICAI/2015

CA Foundation/2013

HSC/State Board/2012

SSLC/State Board/2010

Assistant Manager of Finance and Accounts

Am-Ex Insurance Brokers India Pvt Ltd, Cochin – Kerala

- Provides financial information to management by researching and analyzing accounting data; preparing reports
- Create and update records and databases with personnel financial and other data
- Preparation of Company minutes and documentation of the same
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information
- GST and TDS monthly data preparation
- GSTR 3B and GSR1 monthly filing.
- ROC filing and IRDA filing (Quarterly, Half Yearly and Annually)
- Finalization of book of accounts. (Half Yearly and Annually)

Skills & Hobbies

- Best Communication Skills
- Strong Writing Skill
- Patience & Hard Working
- Singing
- Travelling

Personal Details

Name : Jyothi Johnson
Sex : Female
Date of Birth : October 10, 1994
Marital Status : Married
Languages Known : English, Malayalam, Hindi
Address : Jyothi Johnson, Azahakathu, Pathanapuram
Kollam -Kerala (689695)

I do hereby confirm that the above stated information is true and correct to the best of my knowledge.

Place : Kochi
Date : 01.12.2020

Jyothi Johnson