CURRICULUM VITAE



JOBIN JOSEPH

JobinBhavan

Elampal P.O Kadassery

Kollam Dist, Kerala (S)

Pin-691322

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CAREER OBJECTIVE

Seeking a challenging opportunity with an organization where my knowledge and skills can be extensively applied to achieve the organization’s success, which allow me to learn new environment and concepts for my future career growth.

SUMMARY

* Diploma in Corporate Accounts Officer Training with Good knowledge in Accounts & finance.
* Skills in ERP Packages of SAP Business One, FI/CO, Tally 9.0, Peachtree and Quick Books.
* Proficient in computer basics and comfortable with MS office packages, Internet and Emails.
* Demonstrated abilities to co-ordinate the efforts of a large team of diverse employees.
* Efficient in generating daily reports and record upkeep.
* Exceptional ability to quickly master new concepts, earning of new strategies as well as capable of working in-group & independently with excellent communication skills.
* High level of Personal integrity and workplace ethics.

KEY SKILLS

* Internal Auditing
* Interaction with banks and other financial institutions
* Approval of Vendors/Suppliers
* Approval of Purchase orders
* Financial planning
* Handling monthly journal entries, accounts and various ledgers.
* Managing monthly sales and marketing expenses.
* Preparation of various accounting reports, Income & Expenditure statements, Bank Reconciliation statement etc.
* Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Return Book – Sales Return Book and other Subsidiary Books.
* Preparation of Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register

### EDUCATIONAL QUALIFICATIONS:

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| --- | --- | --- |
| QUALIFICATIONS | BOARD/UNIVERSITY | YEAR |
| DIPLOMA IN CORPORATE ACCOUNTS | SCHOOL OF CORPORATE ACCOUNTS COCHIN | 2017 |
| B.COM | KERALA UNIVERSITY | 2016 |
| PLUS TWO | STATE BOARD SECONDARY EDUCATION,KERALA | 2013 |
| S.S.L.C | KERALA STATE BOARD OF  EXAMINATION, KERALA | 2011 |

Work Experience:

* 2.4 years’ experience as an Accountant cum Admin in Clarins Designs, Eranakulam

TECHNICAL SKILLS/ COMPUTER PROFICIENCY

* Proficiency in Latest ERP Packages SAP FI/CO and Business One
* MS Office
* Good knowledge and working knowledge of MS-EXCEL
* Good knowledge of MS-WORD and POWERPOINT
* Certificate Course in Operations(MS Word,MS Excel, PowerPoint)

PERSONAL STRENGTHS AND ABILITIES

* Office Administration & Customer Support.
* Quick study, with an ability to easily grasp and put into application new ideas, concepts, methods and technologies.
* Excellent in communication to manage different types of customers & Clients.
* Hard working, Dedicated, innovative and self-motivated team player/builder.
* Excellent in arithmetical calculations for handling the accounts concerned.

PERSONAL PROFILE

Father’s Name : Joseph

Address : JobinBhavan

Elampal P.O Kadassery

Kollam Dist, Kerala

Date of Birth : 09/07/1995

Nationality : Indian

Sex : Male

Marital Status : Single

Languages Known : English, Malayalam and Hindi

DECLARATION:

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

Date: Jobin Joseph

Place: