

## MONICA JOSEPH

Kannamplakkal (H) Kanichar (po), kanichar. Kannur (dt) 670674, Kerala.

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### PERSONAL DETAILS

Date of Birth : 25/09/1998

Marital Status : Single

Nationality : Indian

Gender : Female

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### LANGUAGES

English

Malayalam

Tamil

### SKILLS

- Handle accounts.
- Well operated computerized accounting- Tally Prime, Peachtree, Quick book, Tradeasy.
- Handle SAP FI and Co
- Well operate Microsoft Word, Excel sheet and other computer applications.
- Purchase/ Sales order.
- Inventory vouchers like receipt note delivery note, physical note etc. Batch wise details with expiry.
- Dates, additional cost, price list, stock query, stock valuation etc.
- Bill of materials for manufacturing.
- Payroll management.
- Cost centers for all types of projects and divisional performance.
- Outstanding receivable and payables with due date & age wise.
- Business Logistics ( Material Management, Warehousing and inventory, export procedure, commercial shipping, multimodal transaction)
- Inventory management.

### OBJECTIVE

To be in a position involving creativity. Challenge and intellectual simulation which will be help to climb up the professional ladder and to serve the clients and the prestigious institution at the utmost satisfaction and thereby hike the quality of service provide by the instruction.

### EXPERIENCE

**Maruti Suzuki Service center (Team Tech Automobiles LLP)** 08-2022 - 03-2023

Accountant

Records day to day transactions. posting daily receipts, Handles day to day activities in DMS( dealer management software). Conducts duties assigned by the head. Payroll management.

**Sree Sankaracharya Computer Centre Pvt Ltd.**

11-2021 - 02-2022

Tutor

I was responsible to develop and design curriculum plans to foster students learning, simulate class discussion, and ensures student engagement.

### EDUCATION

**Sree Sankaracharya Computer Centre Pvt Ltd**

2022

Virtual Interactive Business Experiment System

**Mangalore University, Karnataka, India**

2020

Bachelor of Computer Application

Graduated

**Higher Secondary Board of Examination, Kerala, India**

2016

Higher secondary school

**Kerala State board of Examination, Kerala, India**

2014

Matriculation

### ADDITIONAL QUALIFICATION

- Certification in SAP - FI and CO
- Certification in Tally Prime
- Certification in Quickbooks
- Certification in Peachtree
- Certification in Tradeasy
- Certification in Business Logistics (material management, warehousing and Inventory, export procedures, commercial shipping, multimodal transportation)
- Certification in Office Automation

• My Sql

## INTERESTS

Painting

Drawing

Photography

Videography

Gardening

## DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Your sincerely

Monica Joseph