

## **JOB COVER LETTER**

Date: 24/02/2023

To

The Human Resources Manager,

**Sub: Requisition to apply my job application for the post of Account cum Administrative Executive - Regarding.**

Dear Sir,

It is with great interest that I am applying for the post of **Account cum Administrative Executive** - Regarding.

When I read the job description of your notification, I feel that it was an ideal match with my career aspirations. I have always wanted to work for an outstanding company.

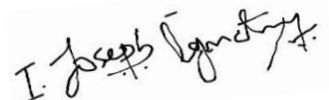
I believe that I am the ideal candidate for the position due to my extensive experience as **Account cum Administrative Executive** in a well renowned concern yyhe same tasks that are described in your notification for the **Account cum Administrative Executive** position. In addition to that I have a reputation for being a hard worker who makes sure that the job is done right. My reports are always completed well ahead of the deadline.

Feel free to contact me and setup an interview at your earliest convenience. You can reach me by way of E-mail at [josekamal61@gmail.com](mailto:josekamal61@gmail.com) or by the way of phone +91- 9597749378. I look forward to discussing with you my future.

Thanks for your time and consideration.

Thanking you,

Yours truly,



(JOSEPH IGNATIOUS. I)

# CURRICULAM VITEA

**JOSEPH IGNATIUS**

**Mobile:** +91-9597749378 **E-mail:** josekamal61@gmail.com

**Address:** Door. No: 26/27 B, Rayappar Street,  
Mylapuram, Mukkudal (Post), Tirunelveli District,  
Tamil Nadu, India – 627 601.



*Seeking mid-level assignments as **Executive in Banking & Financial Cum Administrative Service Industry***

## PROFILE SYNOPSIS

- » A professional with over **7 Years 8 Months** of experience as Branch Manager in well reputed NBFC Companies.
- » Successfully pursued Post Graduation in Commerce from St.Xavier's College (Autonomous), Palayamkottai.
- » Exposure to Lead and handled with Financial and Operational assignments at Branch Level.
- » Update with the changing of marketing trends in Banking & Financial Service Industry.
- » A sense of commitment of deliverance of good service Providence to the customers at punctually.
- » An effective communicator with the Customers, Analytical & Inter-Personal skills.

## EXPERIENCE - Current Assignment

**AL JAZEERAH COMPANY SDN HBD. (Malaysia).**

Since August' 22 – Jan' 2023

Accounts Executive (Shutdown work)

### Key Roles:

- Supervises process owner's engagement with the auditors, and provides context during procedural walkthrough discussions for closures of concern.
- Assist with Financial and Regulatory reporting data analysis for project delivery.
- Provide candid and open feedback to staff and peers in constructive fashion.
- Monitor Segregation of Duties for closing accounting process.

## EXPERIENCE – Previous Assignment

**VAIGHAI AGRO PRODUCTS LIMITED**

since Feb'22 – June'22

Accounts cum Administrative Executive

### Key Roles:

- Maintain the daily accounts and administrative task. Manage / monitor daily office operation. Manage/Monitor logistics and resources. Responsible for providing secretarial service.
- Having responsibilities include reviewing and reconciling accounts, processing payments to external partners and maintaining updated records of invoices and receipts. To be successful in this role, you should have a Finance or Accounting background and be familiar with bookkeeping.

## EXPERIENCE - Previous Assignment

**SAFE CONTAINERS PRIVATE LIMITED**

since Oct'2020 – Nov'2021

Accounts & Store Keeper cum Administrative Officer

### Key Roles:

- » Establish, maintain, reconcile full set of accounts & Prepare monthly P&L, income statements and balance sheets
- » Monitor cash flow and maintain cash controls & Ensure transactions are processed and properly recorded
- » Process monthly payroll and prepare EPF/SOCSSO/PCB submissions
- » Assist in liaising with external stakeholders e.g. auditors, tax agent, company secretary, etc. Manage office maintenance, servicing and supplies.

#### EXPERIENCE -Previous Assignment

**Port City Nidhi Limited**

since Sep'2018 – July 2020

Branch In-Charge

##### Key Roles:

- » Implementations of Business Development actions like active proposal, Telephonic contact, Negotiation, acquisition visit, retention action to be taken on daily basis for result orientation.
- » Act as Promoter of the company to concentrate of Products Sales territory. (Gold Loan, RD, SA, SAD)
- » As a result of my performance reviewed with this concern, I introduced **285 customers** base with **1 crores Gold Loan Outstanding** and doing various type products like Recurring Deposit and Saving Account, Fixed Deposit etc.,

#### EXPERIENCE – Previous business endeavour

**Jose merchandise shop**

since Aug'2017 – Aug'2018

Business Partner (Milk Products in Retail sales)

##### Key Roles:

- » It was a better platform to known of the huge numbering of customers thought and expresses their feeling towards the products and services. It was a good opportunity to gain of the marketing research in a tiny way.
- » As a result of ownership, knowing about the selling skill efficiently and purchased Products with negotiated aspects and enhanced to my earnable marketing selling aspects.

#### EXPERIENCE – Previous Assignment

**Agro Indus Finance and Leasing India Limited**

since Apr'2017 – Aug'2017

Branch Manager

##### Key Roles:

- » To manage day to day activities of the branch and overall branch supervision. To Leading, motivating and guiding the team towards operational efficiency.
- » To being a responsible for sales operations, administration and accounts of the branch. To ensuring the branch operations as per company policies and guidelines.
- » To review of the branch operations with regular interval and reporting to Head Office. To be concentrating the factors include profitability of the branch.

#### EXPERIENCE – Previous business endeavour

**Jose merchandise shop**

since October'2015 – March' 2017

Business Owner (Milk Products in Retail sales)

##### Key Roles:

- » It was a better platform to known of the huge numbering of customers thought and expresses their feeling towards our products and services. It was a good opportunity to gain of the marketing research in a tiny way.
- » As a result of ownership, knowing about the betterment of selling skills efficiently and purchased material with negotiated aspects and enhanced to my earnable marketing selling aspects.

## EXPERIENCE - Previous Assignment

### Manappuram Finance Limited

since Aug'2011 – Sep'2015

Branch Head

#### Key Roles:

- » Handles the analysis of the Business territory, prospecting identification & assessment of quality services.
- » Implementations of Business Development actions like active proposal, Telephonic contact, Negotiation, acquisition visit, retention action taken on daily basis for result orientation.
- » Act as Promoter of the company to concentrate of Products Sales territory. (Gold Loan, Money Transfers, NCD)

## ACADEMIC PROJECT

- » To present a project entitled ***“A Study of Production & Marketing of Lacquer Ware Products in Ambasamudram Area in Tirunelveli District.”***

## EDUCATION

**M.Com** (Computer Application) from St.Xavier's College (Autonomous), Palayamkottai in 2011.

**B.Com** (Computer Application) from St.Xavier's College (Autonomous), Palayamkottai in 2008.

**H.S.C** from Christhu Raja Hr.Sec.School, Palayamkottai, ICSE with scored 68.50% in 2005.

**S.S.L.C** from St.Xavier'sHr.Sec.School, Palayamkottai, ICSE with scored 70.40% in 2003.

## TRAINING/ CERTIFICATIONS

- **Company: Balagan Tobacco South Indian Private Limited.** May'2005 – June' 2005
  - ✓ **Key achievements:**
    - » Undergone of On The Job Training usage of Computer Database Applied in the concern.
    - » Successfully acquired Computer Software for Database storage system in their concern.
- **Company: Standard Firecracker Private Limited. (On The Job Training)** May' 2006 – June '2006
  - ✓ **Key achievements:**
    - » Learned various aspects of Labours affairs of the concern. (Wages and PF and Training Aspects)
    - » Successfully obtained Production & Marketing aspects of the concern.
- **Communicate Learner Certification from VETA Spoken English Institution.** Aug' 2008- Nov'2008

## IT SKILLS

- » Possesses sound knowledge of Database of Oracle, MS Access, MS Excel and PPT.
- » Possesses enough knowledge of Programming Languages with C, C++, and Visual Basic.
- » Possesses Designed knowledge in Web Technology Application .NET, ASP.NET, HTML and XHTML.
- » Having Sufficient Knowledge in Accounting Package with TALLY.

## EXTRA CURRICULAR ACTIVITIES

- » Participated as an **Author in Paper Presentation** in UGC Sponsored National Seminar at twice time.
- » Passed **PGDCAB** from St.Xavier's College, Palayamkottai with scored 75, June' 2009 -June'2011
- » Passed **Type Writing** in English at Junior Grade with Outstanding Score.
- » Successfully Completed NSS Outreach Program and worked as Volunteer Unit Leader. May'2005 – May'2007

## STRENGTHENS

- » To be very ambitious for achieving the goals & Having strong Self-confidant.
- » Work very Pro-Active in the work fields. (On – field and Off-field)

## PERSONAL DOSSIER

**Father Name:** Mr.S.Irudayaraj  
**Date of Birth:** 15<sup>th</sup> May, 1987  
**Languages Known:** Tamil and English

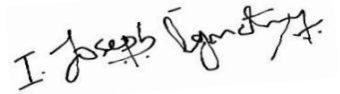
**Permanent Address:** 26/27, B Rayappar Street,  
Mylapuram village Mukkudal (Post), Tirunelveli, Tamil Nadu, India – 627 601.

#### SELF DECLARATION

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

Place: Tirunelveli

yours truly,

A handwritten signature in black ink, appearing to read "I. Joseph". The signature is written in a cursive style with a horizontal line through the middle of the name.