**Joseph James**

Pulprayil (H)

Pothanicad P.O.

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**Skills**:

**Leadership:**

* I think twice before I do something, because anyone in a position of leadership is automatically in a position subject to critique. So I am bit careful of it and it is one of the biggest points in my leadership skills.
* Great team leader with excellent communication and consensus building skills.

**Communication:**

* Have a good skill in writing, oral, etc which I got from my studies.
* Able to transfer ideas to other people correctly.
* Can handle multiple languages such as English and Malayalam

**Planning and Implementing:**

* Have an excellent skill in planning and implementing things according to the needs of the situation.
* Have the ability to identify the dilemmas in the situation and can be able to plan according to the right thing at right time.

**Understand people:**

* Have a good ability in understanding people.
* I think understand people should be the first quality a person needs. This can mould that person in a proper way so that he/she can win in any other field.

**Computer skills:**

* Have a good knowledge in every operating systems

**Educational Qualifications**:

1. Course : B.A Philosophy

Institution: Mahatma Gandhi University, Kottayam.

Year : 2014-2017

**Employment History:**

Name of Organisation: Diocese of Kothamangalam

Length of service : One Year

Position : Assistant Finace Officer

I was working with the Diocese of Kothamangalam as an assistant finance officer for a year.

Responsibilities :

* Preparing purchase orders.
* Advising and assisting office staff.
* Cordinate the year end auditing.
* Helping documentation department.
* Preparing internal office requirements.

**Interests:**

* Surfing Internet.
* Listen to music.
* Reading Books.

**Referees**:

Jerome Mathew

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