

JOSMY JOSEPH

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Visa Status: Spouse Visa



Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Professional Experience

Integrated Freight & Logistics LLC (IFL), Dubai 01st Sep 2020- Till the Date 31st May 2021.

Designation: Telesales cum Logistic Consultant

Duties & Responsibilities

- Effectively generating and following up with business leads to determine and access specific client needs.
- Managing and maintaining regular contact with existing clients to determine daily and weekly shipping needs.
- Presenting sales presentations to prospective clients and customers.
- Negotiate freight wages and prices with clients and freight carriers.
- Providing responsive customer service and resolving customer issues quickly including invoices and account management.
- Setting and scheduling delivery appointments for each client.
- The ability to adjust to the ever changing transportation market trends.
- Meeting or exceeding all performance goals.

DMX Global Logistics Services, Dubai 02nd Jun 2018 – Till the Date 31st Aug 2020

Designation: Telesales cum Logistic Consultant

Duties & Responsibilities

- Effectively generating and following up with business leads to determine and access specific client needs.
- Managing and maintaining regular contact with existing clients to determine daily and weekly shipping needs.
- Presenting sales presentations to prospective clients and customers.
- Negotiate freight wages and prices with clients and freight carriers.
- Providing responsive customer service and resolving customer issues quickly including invoices and account management.
- Setting and scheduling delivery appointments for each client.
- The ability to adjust to the ever changing transportation market trends.
- Meeting or exceeding all performance goals.

**Noor Al Hayat Finanacial Broker, Dubai 20th Sep 2017-Till the
Date 31st May 2018
Designation: Telesales cum Financial Consultant**

Duties & Responsibilities

- Contact potential or existing customers to inform them about a product or service using scripts.
- Ask questions to understand customer requirements and close sales.
- Direct prospects to the field sales team when needed.
- Handle grievances to preserve the company's reputation.
- Go the "extra mile" to meet sales quota and facilitate future sales.
- Keep records of calls and sales and note useful information.
- Participate in budget preparation activities.
- Perform financial analysis, reporting and management activities.
- Review the accounting procedures and recommend improvements.
- Develop and submit annual budget plan and finance plan to senior management for approvals.
- Monitor and manage all expense within the allotted budget.
- Prepare and submit monthly financial report and expense report to management.
- Perform financial analysis to support business development planning.
- Create and maintain financial models to achieve set goals.
- Develop and schedule training programs for finance staff.

**St. John's Medical college, Banglore 01/07/2015-30/06/2016
Koshamattam Finance Pvt. Ltd, India 07/09/2009-06/09/2010
Designation: Accountant**

Duties & Responsibilities

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Assisting the accounts and Tax manager in variety of Business roles.
- Preparation of Cash /Bank Books & Ledgers.
- Maintaining of Sales /Purchase Books.
- Making of Payroll of Workers & its Summary.
- Assisting internal and external auditors with queries.
- Substantiates financial transactions by auditing documents.
- Reconciling petty cash.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Contributes to team effort by accomplishing related results as needed.
- Monthly/quarterly Management accounts preparation.

Educational Credentials

M.com from M G University, India in 2012.
BBA from M G University, India in 2009.

Technical Skills

MS Office
Tally
Windows XP & 7

Personal Profile

Nationality : Indian
Date of Birth : 14 Mar 1988
Sex : Female
Marital Status : Married
Passport No : N5169737
Languages known : English and Malayalam

Declaration

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

JOSMY JOSEPH

Date: 03/07/2025

Place: Dubai.