

# PRINCE JOSEPH

Address: 1/25 - Al Khail Gate, Al Quoz, Dubai.

Phone: +971 568699873

Email: [princejp634@gmail.com](mailto:princejp634@gmail.com)



## ABOUT ME

Seeking an opportunity in the financial sector, where I can apply my knowledge, skills and dedication to contribute towards the growth and success of the organization. I aspire to build a career by enhancing my experience and fostering long-term relationships within the industry.

## WORK EXPERIENCE

**Job Title** – Accountant /Administration Executive (08/2019 to 05/2023)

**Company Name** – Sri Angalamman Trust, Thrissur, Kerala, India

**Company Profile** – A GOVT project implementation agency in Kerala administrated by Ministry rural development Government of India

- Work with accounting departments to process invoices, makes payments and track receipts.
- Generated invoices and follow-up with clients for payments maintained all financial records
- Developed a handbook for maintaining financial records
- Maintain financial records for bank transactions, Vendor payments invoices and expense.
- Ensure the company complies with all government norms and regulations.
- Plan meetings and take detailed minutes and update and maintain office policies and procedures
- Assist in the preparation of regularly scheduled reports.
- Maintaining excel sheet for the marking attendance and work done by the employees.
- Supervising and guiding, motivating the workers.
- Keeping and maintaining the files of employees' details.
- Day to day reports and relevant details update in regularly GOVT ERP Portal.

## EDUCATION

Postgraduate Degrees – MBA in Human Resource Management (2020 - 2022)  
**Bharathiar University**, Coimbatore, Tamil Nadu, India

Bachelor's Degree – B.com with Taxation, Laws and Accounts (2015- 2018)  
**University of Kerala**, Thiruvananthapuram, Kerala, India

Senior Secondary Education (12<sup>th</sup>) – GOVT H S S Ottakkal, Kerala, India  
**Kerala Board of Secondary Education**, Thiruvananthapuram, Kerala. (2015)

Secondary Education (10<sup>th</sup>) – St: Mary's High School Aryankavu, Kerala, India  
**Kerala Board of Public Education**, Thiruvananthapuram, Kerala, India (2013)

## **CERTIFICATIONS**

- The Institute of Chartered Accountants of India (Common Proficiency Test).
  - Diploma in Accounting and Finance.
  - Tally Prime.
  - Post Graduated certificate in retail banking.
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## **SKILLS**

MS Office, GAAP, Analytical skills, Team Work, Tally, Communication, Leadership, Problem solving, Time Management.

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## **PERSONAL DETAILS**

- Date of Birth: 13/01/1998
  - Gender: Male
  - Nationality: Indian
  - Marital Status: Single
  - Languages Known: English, Hindi, Tamil & Malayalam
  - Visa Status: Visit Visa
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## **DECLARATION**

I solemnly declare that all the above furnished information is free from error to the best of my knowledge & belief.

**PRINCE JOSEPH**

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