

**JOBIN JOSEPH**

***Accountants Incharge***

**Email:**

**Jobinjoseph1991@gmail.com**

**(Total Experience: 6 Years)**

**PERMENANT ADDRESS**

THUNDIETHU HOUSE  
VELLAPARA P.O  
KONNI PATHANAMTHITTA  
KERALA, INDIA, PIN:689691

CONTACT NO:+91-9846227252  
+91-6238084394

**PERSONAL DATA**

Date of Birth : 11/10/1991

Sex : Male

Nationality : India

Age :28

**Father name :Joseph Cheriyan**

**Mother name :Valsamma Joseph**

**Total experience:6**

**Passportno:L8831441.Vaidity:2024**

**Languages**

Reading : English, Hindi,  
Tamil & Malayalam

Writing : English, Hindi,  
Malayalam

**PROFESSIONAL FIELDS**

**ACCOUNTANT**

**CAREER OBJECTIVE**

*To be associated with a progressive organization that gives scope to apply my knowledge and skills and to involve myself as part of the team that dynamically works towards the growth of the organization and to work as a key player in creative and challenging environment.*

**QUALIFICATION**

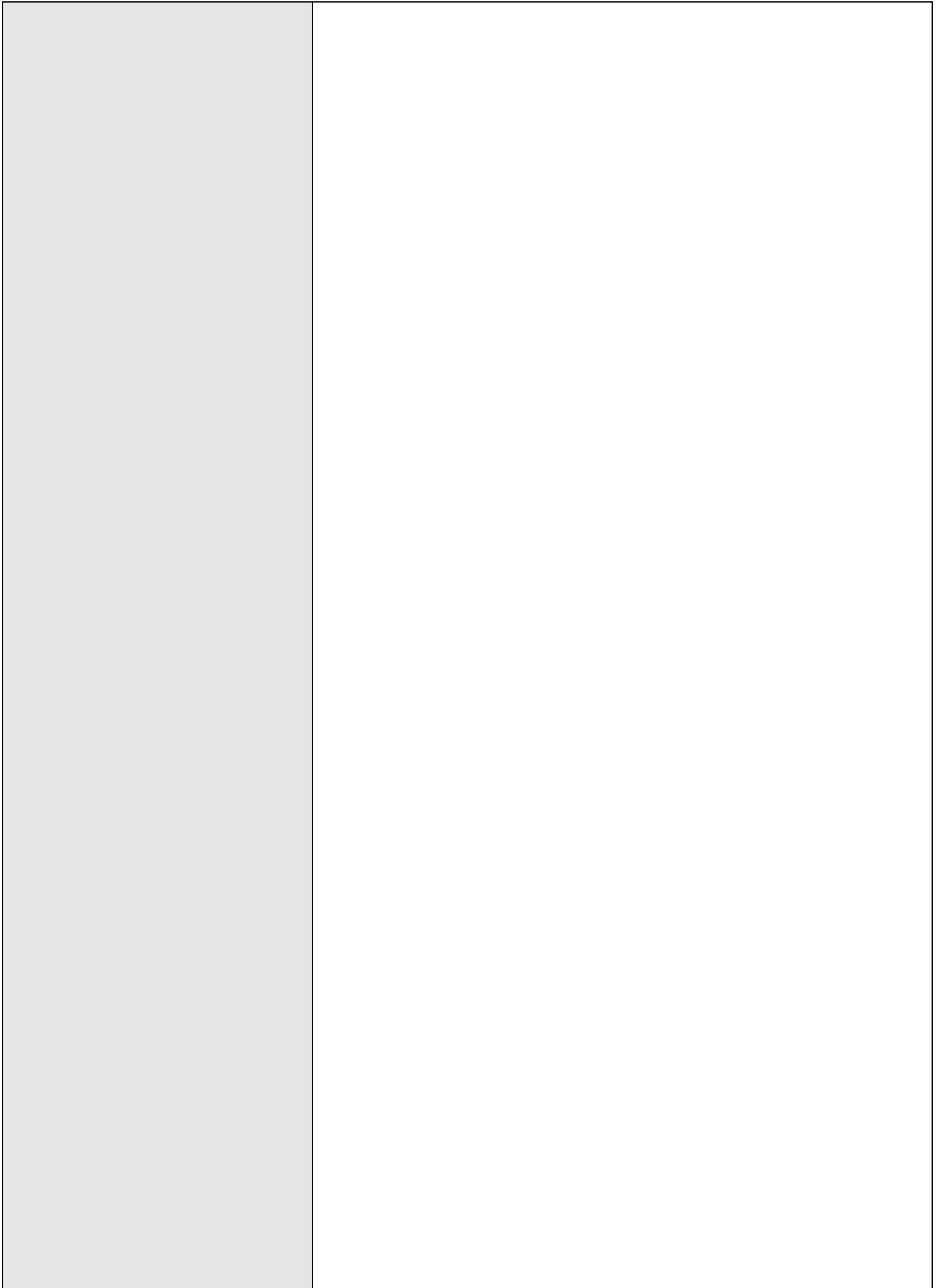
<i>Qualification</i>	<i>Board/University</i>
<i>MBA FINANCE</i>	<i>Bharathiyar university</i>
<i>B.COM</i>	<i>M.G University</i>
<i>PLUS TWO</i>	<i>Kerala Board</i>
<i>S.S.L.C</i>	<i>Kerala Board</i>
<i>DIPLOMA IN FINANCE</i>	<i>Kerala Board</i>
<i>Tally 9.0</i>	<i>Kerala rutronix</i>
<i>DATA ENTRY</i>	

**TECHINCAL EXPERTISE**

- **MS Office 2003 such as MS-Word - (Perfect), MS-Excel - (Perfect), MS-PowerPoint – (Perfect) & MS-DOS , Tally erp9,**
- **Operating Systems: Window 98- (Perfect), Ms Office 2007 - (Perfect)**

**SKILLS**

- Excellent Communication & team work skills.
- Self-correspondence – Handling correspondence of responsible matters.
- Exposure to various accounting practice
- Honest and sincere approach in duties and responsibilities.
- Suits with timings and situations of work.
- Ability to work for challenging assignments, sincere and confident.
- Well versed in using internet and e-mail
- Equally effective on self-managed projects as a team.
- Expert in computer works as well as conversant in office works.
- Set high standards, precise schedule-oriented.
- Grouping team
- Dedicated, hard working, self-reliant and quick learning.
- Willingness to use new technologies to the desired standard.



## WORK EXPERIENCE

**Company** : PRASANTH ASSOCIATE  
KONNI 689691  
prasanthiassociatekonni@gmail.com  
**Position** : Jr. Accountant  
**Period** : 2013 april to 2014 may

### *Nature of job*

- Preparation of computer generated management and financial reports.
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- Prepare and consolidate Daily Reports, Activity Reports, Work Programmes, and Progress Reports etc.
- Handling suppliers account verification and updated statements.
- Sales Accounting, Maintaining debtors & creditors ledger.
- Material costing.
- Petty cash handling.
- Attending Telephone, Receives and pays out money as a cashier.
- Handling the Daily Cash and Bank Status Report.
- Preparation & Filing of important documents.
- Maintaining Accounts.

## WORK EXPERIENCE

**Company** : VISION HONDA  
PATHANAMTHITTA  
**Position** : Accountants Incharge  
**Period** : 2014 January to still workings

### **Company Profile**

M/s. VISION HONDA Showroom is a leading Four Wheeler Industry in Pathanamthitta. Since that time, M/s. VISION HONDA, Pathanamthitta have undertaken sales of Four Wheelers, Four Wheeler Accessories, Servicing and Bodyshop

### **Nature of job**

- 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.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- \*Reconciles financial discrepancies by collecting and analyzing account information.  
Secures financial information by completing data base backups.

### **Major Duties and Responsibilities**

- \* Assist in month end reporting procedures
- \* Process accounts payables and receivables as needed.
- \* Perform filing and general administrative tasks
- \* General accounts receivable functions
- \* Prepare and submit customer invoices
- \* Code, post and receipt payments
- \* Prepare and coordinate deposit activities
- \* Perform all necessary account, bank and other reconciliations
- \* Monitor customer accounts for non-payment and delayed payment
- \* General accounts payable functions
- \* Check, verify and process invoices
- \* Sort, code and enter accounts payable data
- \* Analyze discrepancies and unpaid invoices
- \* Maintain vendor files
- \* Gst preparation
- \* MIS
- \* Salary preparation
- \* Tds preparation
- \* DBM

<b>Declaration</b>
I hereby declare that the entropy acknowledged is precise to the best of my cognition and impression. I have not recouped any information that might reasonably be calculated to adversely impact my suitability for employment.
<b>JOBIN JOBIN</b>