

Jojimon Joseph

Assistant Accountant - Aqua De Fonte

Dubai

jojimonjoseph2_3qe@indeedemail.com

0588672927

Seeking opportunity in a reputed organization with much more challenging assignments, which enhances team work and provides opportunity for the overall development. Ultimately, aiming a responsible position in accounting field where my excellent analytical and technical skills can be utilized at its best

Work Experience

Assistant Accountant

Aqua De Fonte - Dubai

December 2018 to Present

Job responsibilities: -

- Bank reconciliation statements.
- Preparation of cheques
- Preparing Receipts & Invoices.
- Accounting of incomes & expenses.
- Accounting of Sales & Purchase.
- Cash & cheques handling.
- Handle petty cash allocation and transactions.
- Manage accounts receivable and payable activities in accordance to the company's procedures and protocols.

Name of the Organization: Green Valley Spices, Chellarcovil

Accountant Trainee

Idukki, Kerala, IN

March 2016 to March 2018

Job responsibilities

- Documentation of Documents.
- Preparation of cheques.
- Preparing Receipts & Invoices.
- Accounting of incomes & expenses.
- Accounting of Sales & Purchase.
- Manage accounts receivable and payable activities in accordance to the company's procedures and protocols.
- VAT Filing.
- Bank reconciliation statements.

PERSONAL STRENGTH

- Ability to integrate with people of different cultures, languages and environment.

- Self-disciplined, highly motivated and self-confident.
- Good team building and leadership qualities.
- Proactive decision-making and negotiating skills.
- Excellent presentation and communication skills.

PERSONAL VITAE

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Age: 25 years

Religion: Christian

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Permanent address: Perumpallil House,
Anakkara P.O,
Idukki, Kerala,
India

Pin - 685512

Contact Number: 00-971-588672927 (Dubai) +91 9746861393 (India)

Preferred contact number: 00-971-588672927 (Dubai)

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Declaration

I hereby declare that the above mentioned information's are true to the best of my knowledge and belief.

Place: Dubai sd/-

Education

Master of Business Administration in Financial Management

Annamalai University

2018

Bachelor of Commerce in Commerce

Rajagiri College - Ernakulam, Kerala

2016

C.B.S.E in Commerce

Montfort Senior Secondary school

2013

AISSE

Montfort Senior Secondary school

2010

Skills

Excel. (Less than 1 year), MS Excel. (Less than 1 year), MS PowerPoint. (Less than 1 year), MS Word. (Less than 1 year), PowerPoint. (Less than 1 year)

Additional Information

Areas of Expertise:

- * Real-Soft
- * MS Word.
- * MS Excel.
- * MS PowerPoint.
- * Tally ERP 9.