**Curriculum Vitae**



**Alphonsa John**

**MBA, B.com**

**Dubai**

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**Visa: Husband Sponsorship.**

**CAREER OBJECTIVE:**

To be a part of a highly professional organization where I could contribute my skill and find a successful long-term career. Given an opportunity to serve, I shall strive hard to be an asset to your esteemed organization.

**SUMMARY OF EXPERIENCE:**

Well versed with the financial activities since worked as an Accountant for more than 4 years. Strong employment history illustrating excellent skills. Demonstrable abilities in the creation, growth & improvement of strong working environments. Career oriented individual with a creative ability and systematic skills, takes initiatives & responsibilities for optimum productivity and performance. Self motivated, hard working, offering great potential for professional growth and achievement through determination and dedication.

**Experience Snapshot:**

**Company/Organization : Al Halaa Accounting and Book Keeping, Dubai.**

**Designation : Accounts Officer**

**Duration : 06 March 2018 –Present**

**Responsibilities:**

* Receive, register, verify and process all invoices and ensure transactions are correctly recorded.
* Monitor and review accounting and system related reports for financial accuracy and completeness.
* Maintaining the VAT calculation and submission for clients.
* Maintain accounts payable log and input data as it is received to keep up-to-date records of incoming payment.
* Contact and interact with clients who have failed to make payments, providing reminders and maintaining client relationship.
* Answer client inquiries and dispense advanced information about financing options accurately and quickly.

**Company/Organization : Fatima Memorial Training College.**

[**http://www.fmtcpallimukku.org**](http://www.fmtcpallimukku.org)

**Designation : Accountant**

**Duration : 02 July 2015- 24 Nov 2017**

**Responsibilities:**

* Preparing periodic reports to compare budgeted costs to actual costs using accounting tools wherever necessary.
* Handling ledger accounts and keeping the check for any invoices or payments.
* Account management of student’s fees.
* Making use of technology to develop, implement, modify, and document recordkeeping and accounting systems
* Preparing forms and manuals for accounting and bookkeeping personnel
* Maintaining records of payment information.
* Handling payroll of 50 - 100 employees.
* Maintaining track record of company’s expenses.
* Assisting in carrying out company’s internal audit.
* Carrying out various banking functions like loans, online banking etc.

**Company/Organization : Accel Frontline IT Resources Ltd (MNC).**

[**http://www.accelfrontline.com**](http://www.accelfrontline.com)

**Designation : Associate Executive, Career guidance**

**Duration : 18.09.2014 – 01.06.2015**

**Responsibilities:**

* Handling Enquiry, Counselling with New students.
* Responsible for giving satisfaction to Student about the various Facilities and Courses.
* Ask for the feedback for the facilities.
* Responsible for registering request and complaint given by the Student and Parents.
* Life skill training and counselling programs as per requirement of the students.
* Understanding HR facilities & training programs.
* Conducted several seminars on job counselling for school as well as university students and provided them with the latest information in several professional fields.
* Conducted a thorough research of the current job trends and promising career opportunities.
* Conducted parents' talks to make them aware of their child's academic growth and prospects.
* Preparing maintaining and updated student’s records and sent them to the businessmen and industrialists so that the best talent could be picked up.
* Delivered several lectures on personality development for school and university students.

**Company/Organization : Venad Technical College**

**Designation : Office Staff**

**Duration : May 2013 – May 2014**

**Responsibilities:**

* Answer phones and transfer to the appropriate staff member.
* Take and distribute accurate messages.
* Greet public and clients and direct them to the correct staff member.
* Fax, scan and copy documents.
* Maintain office filing and storage systems.
* Update and maintain internal staff contact lists.
* Co-ordinate and organize appointments and meetings.
* Keep office area clean and tidy.

**ACADEMICS/EDUCATION**

* **MBA, First Class** in Financial Management from Bharath University (May 2017).
* **B.com, First Class** from Kerala University (May 2012).

**Certifications**

* **Tally** from Council for Technical Education.
* Diploma in Indian and Foreign Accounting (**DIFA**) from Venad Technical College.

**TECHNICAL ASSETS**

* **Operating System –** Windows 10, 8, 7, XP
* **MS Office**
* **Other technologies – Tally** **ERP 9** , **Atacc Software**

**PERSONAL DATA**

Date of Birth : 4th January 1992

Languages known : English, Hindi,Malayalam

Passport number : K7834231

Date of Expiry : 15/01/2023

Reference furnished upon request