



JESLIN JOSE

CAREER OBJECTIVE

To be a professional in the work field using my competencies and continuous learning and help the organization in achieving the goals using my strengths, potential, commitment, vision, and strategies.

WORK EXPERIENCE

1. **Cashier at Ananthapuri Hospitals & Research Institute India, Kerala**
(From November 2019- June 2020)
2. **Accounts Executive at Marikar Motors PVT LTD**
(from September 2020 – June 2021).

JOB PROFILE

- Prepare receipts & payment vouchers
- Bank reconciliations
- Maintain petty cash
- Posting sales & purchase invoices
- Prepare Daily & Monthly sales reports to Manager
- Office Administration
- Calculating staff salary and incentives
- Handling and writing Cheques
- Handling cash and credit card payments
- Preparing monthly Profit & Loss Account



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HIGHLIGHT OF SKILLS

- Accounting Vouchers
- Receivables
- Accounts Payables
- Financial statements
- Time management
- Team player
- Emotional intelligence

EDUCATIONAL QUALIFICATION

- Successfully cleared the assessment for the role of Accounts Assistant using Tally (**ICT701**) under The Ministry of skill development and entrepreneurship Government of India (December: 2019).
- Qualified from “Additional Skill Acquisition Program” (**ASAP**)for the course Certified Accounting Technician. (2015- 2016)
- Graduate in BA History from Kerala University
- Plus, Two Commerce from Board of Higher Secondary Examination, Kerala
- S.S.L.C from Board of Public Examination, Kerala

SOFTWARE SKILLS

- MS Office
- Tally ERP
- Tally Prime
- Adobe Photoshop

Strengths

- An effective Leader and communicator with exceptional language skills.
- Interpersonal relationship-building skills.
- Possess a flexible, learning & detail-oriented attitude.
- Very good computer skills.

PERSONAL DETAILS

- Date of Birth : 04.10.1998
- Nationality : Indian
- Mother Tongue : Malayalam
- Gender : Female
- Marital Status : Single
- Passport Details : U3363658
- Date of Expiry : 27/06/2031
- Languages known : English, Hindi & Malayalam

REFERENCE

Can be produced upon demand.

ACKNOWLEDGEMENT

I hereby declare that the information given above is true to the best of my knowledge.

JESLIN JOSE