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P.O. BOX NO: 22076, SHARJAH,
UAE

SKILLS

Good Communication skills

Quick learner

Ability to produce best
result

Sound knowledge of
handling accounting system

Time Management

Strong motivational and
leadership skills

LANGUAGES

Malayalam
Native or Bilingual Proficiency

English
Full Professional Proficiency

Tamil
Professional Working Proficiency

Hindi
Limited Working Proficiency

PASSPORT DETAILS

Passport No: L7216391
Place of Issue: Trivandrum
Date of Issue: 14-02-2014
Date of Expiry: 13-02-2024

JOEL K JOHNSON

Accountant

Accountant with 3 years of experience, seeking opportunity to utilize my skills towards a challenging career in growth oriented and leading edge that will provide mutual benefits and where from I can utilize my capabilities to the fullest benefits of the organization and society.

WORK EXPERIENCE

Accountant

KLM Axiva Finvest Ltd

06/2019 - 10/2021

Ranni, India

Achievements/Tasks

- Processing and posting transactions in accounts receivables, accounts payables and cash records
- Responsible for Day-to-day finance and accounting transactions
- Payment follow up and collection
- Reconciling periodic accounts receivables, accounts payables and bank statements
- Accounts payable-Preparation and issue of cheques and vendor balance reconciliation
- Preparation of daily update of Customers
- Verification of Physical cash balances and Journalisation of expenses
- Prepares asset, liability and capital account entries by compiling and analyzing account information
- Sending weekly collection report to Manager
- Preparation of RTGS forms

COMPUTER AND TECHNICAL PROFICIENCY

Operating Systems

Windows XP, Windows

Application Packages

MS Excel, MS Word

Accounting Package

Tally ERP.9

ACADEMIC PROJECTS

Study on Consumer Behaviour

- A study of consumer behaviour towards mutual fund with special reference to SBI Life insurance.

EDUCATION

B Com

Catholicate College, Pathanamthitta

2014 - 2017

Kerala, India

12th (H.S.C)

St. Thomas Higher Secondary School, Kozhencherry

2013 - 2014

Kerala, India

ACHIEVEMENTS

Tally & GST Certification

Passed and successfully completed a certificate course on Tally plus computation of GST in Tally.

Attended Workshops and Training

· Attended Goods and Service tax workshop and Softskill training programme held at Catholicate College, Pathanamthitta.