



CLARET JOSEPH

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OBJECTIVE

- To pursue a challenging and successful career in Accounting, Taxation and allied fields.
- To work in an esteemed organization which gives me learning opportunities, work experience and good job satisfaction.

PROFILE SUMMARY

- An Accountant with experience up to finalization of accounts and MIS.
- Good working experience in the field of Accounts, Audit & Taxation.
- Experience in ERP environment and working knowledge in ERP Tally.
- Working knowledge in MS Excel, MS word & Other MS offices.

EXPERIENCE

Finacctech LLC, Sharjah, UAE

Position: Accountant

Period: (Oct 2018 to till date)

Areas of work:-

- Data entry and Accounting
- Finalization of accounts
- VAT calculation and filing
- Financial Reports and MIS

Lakshya CA Campus, India

Position: Accounts, Cashier & Student Coordinator

Period: July 2017 to Sept 2018

Areas of work:-

- Accounting and Data Entry
- Cash Collections
- Students counsellor

Shinto and company CA, India

Position: Accounts Assistant

Period: Aug 2016 to June 2017

Areas of work:-

- GST calculation and filing
- Client Accounting
- Income tax calculations and Returns
- TDS calculations and filing
- Auditing

ACADEMIC PROFILE

- **B Com** (Accounts and Finance) from Mahatma Gandhi University
- **HSS** from State Board of Secondary Education in March 2012
- Pursuing **MBA** (Finance)

TRAINING PROFILE

- IT Training Conducted by Institute of Chartered Accountants of India

ATTRIBUTES, ABILITIES

- Excellent interpersonal and communication skills.
- Ability to establish and maintain cooperative working relationships with others.
- High energy level and ability to thrive in a fast-paced environment.
- A team player, continuous learner and proactive.
- Tenacious, independent and willing to take the initiative.

STRENGTH

- Positive attitude, hardworking and ability to work under pressure
- Ability to reach goals
- Leadership quality

PERSONAL DETAILS:

Date of Birth : May 13, 1995
Gender : Female
Marital Status : Single
Religion : Christian
State and Nationality : Kerala, India
Visa Status : Employment
Joining Time : Immediate

LANGUAGES KNOWN:

English, Malayalam & Tamil

Claret Joseph

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