



Jobin Jose

CURRICULUM VITAE

OBJECTIVE

To work in a challenging environment where I can make use of my talents and prove my abilities for the growth of the Company, and to enhance my career by way of working in a vibrant company, which paves the way for the same. Seeks for a challenging position as an **Accounts Executive / Administration Assistant/HR Executive** at a growth-oriented firm, which will allow me to both further utilize my skills and acquire new abilities.

SUMMARY OF EXPERIENCE

I have total 2 years of diversified experience in India, which are as follows:

- Excellent communication and comprehension skills. Excellent skills in Accounts and Administration.
- Expert level knowledge of MS-office applications and Tally

- (i) Designation : **Administration & Accounts**
Period : From May 2020 to 15th December 2021.
Name of Employer : Akshaya Centure Pothukallu, Malappuram, Kerala

Akshaya Centers have been emerged as a **finest network of effective Common Service Centers (CSC)** envisioned to deliver a multitude of G2C, G2B as well as B2C services to the public under a single roof. Presently, around 2,650 Akshaya e-centers spread across Kerala with at least 2 centers in each Panchayats.

Reporting to Manager and I was responsible for:

- Monitoring Day to day activities.
- Keep track the bank ledger
- Keep updating all other General Ledger
- Bank reconciliation & ledger analysis
- Informing the application updated to clients.
- Monthly Salary distribution to staff

- (ii) Designation : **Loan Officer and Accounts**
Period : From May 2019 to April 2020
Name of Employer : **IMPACT (Innovative Microfinance for Poverty Alleviation and Community transformation) Kerala**

Reporting to General Manager and I was responsible for:

- Monitoring Day to day activities
- Keep track the bank & general ledger
- Bank reconciliation & ledger analysis

- Monitoring loan process
- Disbursement of personal loan
- Collection of personal loan installment
- Closing of personal loan
- Monthly Salary distribution to staff

EDUCATIONAL QUALIFICATION(S)

- **Bachelor Degree (B.com Finance)**
- Year: 2019
AMAL COLLEGE OF ADVANCED STUDIES, NILAMBUR
(Affiliated to Calicut University in Kerala)
- **Diploma in Computer Application & Tally**
Year: 2019

PERSONAL PROFILE

Date of Birth	:	24-09-1998
Sex	:	Male
Languages Known	:	(i) English (ii) Malayalam
Nationality	:	Indian
Marital Status	:	Unmarried
Visa Status	:	Visit Visa