

## COVER LETTER

JEFIN JOSEPH

jefinjosephnjavallikunnel@gmail.com

+91-9605113395

Dear Hiring Manager,

I'm applying for a ( ) at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

JEFIN JOSEPH

## JEFIN JOSEPH

jefinjosephnjavallikunnel@gmail.com  
NJAVALLIKUNNEL (H) ,MUKKULAM EAST P O, KOOTTICKAL VIA,  
IDUKKI DISTRICT,Kerala (STATE), INDIA.  
Mobile : +91-9605113395



### ACADEMIC DETAILS

- DEGREE (BSC ZOOLOGY) [2014] with aggregate of 68% from ST.THOMAS COLLEGE PALAI

### WORK EXPERIENCE

- Worked as ACCOUNTS EXECUTIVE in SREERAGH GENERAL FINANCE PVT LTD from Nov 2015 to Feb 2016  
Role :ACCOUNTS EXECUTIVE (INCLUDING TRAINING PERIOD)-REFERENCE PERSON: VIJESH KUMAR (SALES MANAGER-SREERAGH GENERAL FINANCE)PH:9447045096
- Worked as ACCOUNTS EXECUTIVE in SREEHARI METALS EDAPPALLY from Mar 2016 to Feb 2017  
Role :ACCOUNTS EXECUTIVE, REFERENCE PERSON-MANOJKUMAR(MANAGER AT SREEHARI METALS )
- Worked as ACCOUNTS EXECUTIVE in STEEL COMPANY (AUTHORIZED SHOWROOM OF INDALIUM) NEAR EMC from May 2017 to Jul 2017  
Role :ACCOUNTS EXECUTIVE-REFERENCE PERSON: ASIYA NOORUDHEEN(HR)  
PH:9847978822
- Working as Financial assistant in Swadesi enterprises from Sep 2017 to till date  
Role :jr. accountant  
reference: abhinesh p g :8590306050

### PROJECT DETAILS

#### • LOCAL ADAPTATION' S MOTH AND BUTTERFLIES

- Description :** FINAL YEAR PROJECT CONDUCTED,UNDER THE GUIDELINES OF PROF.DR.BABY AUGUSTINE. (FORMER H O D AT DEPARTMENT OF ZOOLOGY. ST.THOMAS COLLEGE PALA)
- Duration :** MARCH 2014
- Role :** PROJECT FELLOW (GRADUATE STUDENT)
- Team Size :** 6

### FIELD OF INTERESTS

- ACCOUNTS JOB

### SKILLS

- M S OFFICE, TALLY, KNOWLEDGE ABOUT TAX PROCESS,ENTRY LEVELS IN TALLY.
- Tally ERP 9
- Inventory management, stock quires,bank reconciliation, daily cash book keeping, voucher entries etc

### INDUSTRIAL EXPOSURE

#### Industrial Visit at:

- AMUL FACTORY, A C C QUARRY,FILM CITY

#### Inplant Training at:

- VISITING PURPOSE

### ACHIEVEMENTS

- GAIN SEVERAL PRIZES FROM MUSICAL COMPETITION

### CURRICULAR ACTIVITIES

- COLLECTION OF NEW THOUGHTS
- EVERY DAY TRY TO DO DIFFERENT ONE

### REFERENCE

ABIN FRANCIS (COUSIN)

TECHNICAL OPERATOR  
KOCHIN SPECIAL ECONOMIC ZONE  
8129807176

**ALPHONSA DONA JOSEPH**  
NURSE  
ASTER MED CITY  
9656533585



(JEFIN JOSEPH)