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LIJO JOSEPH

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OBJECTIVE

Seeking a challenging position in Accounts field where I can prove my skills for the development of the organization, at the same time provide an opportunity for career-development.

EDUCATIONAL QUALIFICATION

* **B.com** with Computer Application **(2007-2010)**

MG University

Holy Cross College of Management and Technology

* **Higher Secondary (2004-2006)**

Kerala State Board

* **S.S.L.C (2003-2004)**

Kerala State Board

**WORK EXPERIENCE**

**COFFEE ROUTES HOTEL**

Working as an Accountant in Coffee Routes Hotel since 2015 january

**Muthoot Finance Ltd**

Muthoot finance is the largest gold financing company in India in terms of loan portfolio, according to the 2010 update to the IMaCS Research & Analytics Industry Reports, Gold Loans Market in India, 2009 ("IMaCS Industry Report, (2010 Update)"). They provide personal and business loans secured by gold jewellery, or Gold Loans, primarily to individuals who possess gold jewellery but could not access formal credit within a reasonable time, or to whom credit may not be available at all, to meet unanticipated or other short-term liquidity requirements.

**Position : Junior Executive**

**Period : 30 Aug 2011 to 29 Sep 2012**

**THE ELEPHANT COURT [A VENTURE OF VIJAYA HOSPITALITY AND RESORTS LTD]**

Vijaya Corporate, through the various Companies, is involved in diverse activities such as Hospitality, Real Estate and Property Development, Steel and Metal trading and Finance. Elephant Court is the only Five Star classified hotel in the region situated next India's largest wildlife sanctuary PERIYAR wildlife sanctuary.

**Position : Accounts Executive**

**Period : 17 Dec 2012 to 30 Dec 2014**

**JOB RESPONSIBILITIES**

1. **Time Office**
2. Muster Roll maintenance.
3. Leave card/register maintenance.
4. Assisting authorized person for pay roll prepration.
5. Inform HRM about the attendance/leave status on daily basis
6. **Recruitment & Training**
7. Identifying and reporting the manpower requirement.
8. Scrutiny of bio-data and coordination of interviews.
9. Up keep of personal/confidential records.
10. Co-ordination of induction and training.
11. Co-ordination of appraisals.
12. **Statutory compliance and Welfare activities.**
13. Assisting the concerned for all statutory compliance.
14. Ensure all statutory payments related to staff matters are made by completing all the formalities, as per the time schedule.
15. Maintain a healthy/professional relationship with all the staff members.
16. Ensure all staffs are following the disciplinary rules of the company.
17. Coordinating celebrations/cultural programmes for the staff.
18. Up keep of high level confidentiality.

**Computer Proficiency**

* Well Versed with Computer Applications-MS Word, MS Excel, Power Point and other Applications.
* Excellent Knowledge with Accounting Package – Tally-9

PERSONAL DETAILS

Father’s Name : Mr. Joseph P.V

Age & date of Birth : 28 yrs, 30-08-1988

Gender : Male

Marital Status : Single

Nationality : Indian

Languages known : English,Malayalam and Tamil.

Interests : Listening Music, Playing Cricket, Swimming, Riding Bike,

Social Service &Chatting with friends in leisure.

PASSPORT DETAILS

Passport Number : M 3705706

Date of Issue : 25-11-2014

Date of Expiry : 24-11-2024

Place of Issue : COCHIN

**DECLARATION:** I hereby declare that all the details furnished above by me are true to the best of my knowledge and belief.

Date:

Place: Kumily LIJO JOSEPH