



JINI JOSE

Contact:-

 jinij8852@gmail.com

 8281730574

 Vathikulam

Skills:-

- Tally
- MS office (Word, Excel)
- SAP Fico
- SAP MM
- GST
- UAE, VAT

Personal Details:-

Date of Birth : 18/09/1996
Nationality : Indian
Language Known : English, Malayalam
Marital Status : Single

CAREER OBJECTIVE:

Seeking to leverage exceptional accounting skills and academic knowledge to work in a dynamic professional environment with a growing organization where I can utilize my knowledge & skills. Dedicated, competent, and detail-oriented individual with the capacity to go beyond what is expected and achieve company goals.

EXPERIENCE:

St. Thomas Mission Hospital
India, Kerala

June 2019 to September 2019

- Prepared Company Accounts.
- Maintain and control of Purchase account.
- Performed Accounts payable functions for hospital expenses.
- Check the supplier statement and issue the cheque.
- Managed Vendor accounts, generating weekly on demand cheques.
- Checking daily Cash accounts.
- Managed financial departments with responsibility for Accounts Payable & Accounts Receivable.
- Handling Cash & Bank books.
- Making and issuing monthly employees' salary.

Accountants Service Society
India, Kerala

May 2018 to May 2019

- Maintain day to day books of Accounts in Tally.
- Bank Reconciliation & Reconciliation of debtors & creditors
- Maintain Pretty cash book
- Preparing Salary of all the employees of the company
- Recording journal entries, Purchases accounts & Sales accounts, Expenses accounts etc..
- Maintain all Accounting Voucher entry.
- Calculate sale tax, Service tax & Id

ACADEMIC QUALIFICATION:

- Bachelor of Commerce and Tax Procedure & Practice (IHRD-2018)
- Higher Secondary Education (Pope Pius HSS – 2015)
- Secondary High School (Pope Pius HSS – 2013)

DECLARATION:

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

SHARJAH

JINI JOSE