

CURRICULUM VITAE



JESMY JOY

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VAZHAPILLY HOUSE

KOTTAMURI . PO

THRISSUR . DT

KERALA- 680732

CAREER OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

PROFESSIONAL EXPERIENCE

- **Worked as a Assistant Accountant in. Accountants Service Society 1year**

Duties and Responsibilities

- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.

- **MBA Project Management Program in Gopani Iron and Power Pvt. Ltd. Tadali Chandraur**

ACADEMIC PERFORMANCES

- **MBA Human Resource Management and IBM From Renaissance Institute of Management The University of Gondwana 2021**

- **BA Economics From St. Joseph Collage Irinjalakuda The University of Calicut 2017**

(Plus Two – Humanities, SSLC –State)

SOFTWARE SKILLS

- SAP IN FICO
- Familiar with Tally ERP 9.0/ Peachtree
- Handle operating systems Windows. Able to operate Microsoft Office tools such as MSWord. Power Point, MS Excel

PERSONAL SKILLS

Communications skills <> Ability to meet deadlines <> Willingness to learn

Hardworking <> Excellent interpersonal skills <> Good Written and Verbal CommunicationSkills

PERSONAL PROFILE

Father's name	Joy Vk
Date of birth	20/10/1996
Religion	Christian RC
Gender	Female
Marital status	Single
Languages known	English, Hindi, Malayalam
Hobbies	Reading, Cooking, Sports

DECLARATION

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

Place: KOTTAMURI

Date:

Signature

