



RESUME

JOSEPH JEEJO V J

Objective

Ability to contribute my knowledge and skills in my chosen field by working with a great sense of responsibility, dedication and hard work whatever expertise, training or skills. I gain will be used for personal development and share in the further growth of the company.

5 + YEARS OF EXPERIENCE IN ACCOUNTING

- ❖ Experienced in all accounts related jobs
- ❖ Experienced in Accounts receivables & Payables)... etc
- ❖ Well knowledge about Bank related works and Reconciliation (NEFT, RTGS, DD...etc)
- ❖ Experienced in Accounts, Finance & preparation of GST E-Way bill, KVAT, Luxury Tax, TDS, Payroll, Calculations and E-filings.
- ❖ Experienced with the accounting packages. Tally ERP9
- ❖ Good knowledge in MS-Office ,Internet and E-mail

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Educational Qualification

CMA Intermediate doing

(Cohin Chapter, Kaloor)

M.Com Finance & Taxation doing

(M G University)

B.Com Finance & Taxation

(M G University)

Higher Secondary School - NIOS

(National Institute of Open School)

Deepa College

S S L C - Kerala Board Examination

Technical Qualification

Marine Mechanical Diploma

(Indian Engineering Technological Society)

Packages (Office): M S Office (Excel word and Powerpoint)

PDIFAS - Professional Diploma in

Indian, Foreign and SAP Accounting

IAB - International Association of
Book-keepers

100 Hrs computer training passed

From The Institute of Cost and

Management Accountants of India

Accounting Software:

SAP Accounting(AR/AP and

Management Accounting) TallyERP9

Peachtree, Quickbook, Wings, Hotsoft

Infinity and Smartbiz (Financial

Accounting & Inventory Management

Software).

Experiences

- **Aroma Group of Companies (Corporate Office)**
Panampilly Nagar, Ernakulam Since 25th June 2018 to 30th August 2019 worked as an **Accounts Executive (1 year and 2 months)**
- **Spice Country Group Resorts, Munnar Since 20th August 2017 to 3rd April 2018** worked as an **Accountant (8 months)** Hotelier business - Room renting, Restaurant food sales, Laundry services and Spa....etc
- **Broad Bean Hotel (Four Star), Vyttila, Ernakulam** since 2015 June to 2017 April as an **Accountant (1 year and 10 Months)** Hotelier business - Room Renting, Restaurant food sales, Beer & Wine Sales, Laundry Services....etc)
- **Saju & Co., Chartered Accountants** Worked as an **Accountant (Ravipuram Ernakulam) since February 2014 to June 2015 (1 year and 6 Months).**
- **V Traders, near Padma, Ernakulam** worked as an **office Staff** since **2010 May to 2013 March (3 Years).**
- **Axis Bank Ltd, Rajaji Road, Ernakulam** Worked as a **Executive Sales in Auto Loan Department** Since **2009 September to 2010 April**
- **White Planet, M G Road, Ernakulam** worked as an **Sales Promoter** since **August 2005 to August 2009 (4 Years)** for home appliances showroom.

Personal Data

Date of birth : 24 -10 - 1985
Marital Status : Single
Nationality : Indian
Language :English,Hindi,
Malayalam

Declaration:

The above facts are true to the best of my knowledge.

Joseph Jeejo V J

Responsibilities

- ❖ Knowledge in proper file management.
- ❖ Maintenance of the cash book
- ❖ Handling of petty cash
- ❖ Verified the petty cash statement then allowing the amount to petty cash by cheque.
- ❖ Handling books of accounts like create sales invoices, pass the entry to purchases, credit note, debit note and other type of journals... etc
- ❖ Preparation of payment vouchers as per the ledger balance
- ❖ Preparation of debtors statement as per the sales
- ❖ Preparation of creditor's statement and cheque paid to the party for weekly wises.
- ❖ Knowledge in bank reconciliation and party wise ledgers
- ❖ Approved the bank transactions and authorization
- ❖ Prepare expense analysis sheet for the management as per the confirmation taken from accounts manager
- ❖ Stock control and verifying daily bases before submitting the stock report.
- ❖ Ensure all payments to suppliers, staffs, and other external parties are made by according to company policies and procedures
- ❖ Ensure timely follow up of accounts receivable and payables through mail or telephonic.
- ❖ Monthly prepare trial balance for accounts manager
- ❖ Knowledge in provisions and pre-paid calculation
- ❖ Assisting the monthly closing and prepare the financial reports as required by the head of the departments or General Manager
- ❖ Preparation of profit and loss account in quarterly wise
- ❖ Monthly & Quarterly prepared Tax Calculations and e - filing TDS, Luxury Tax, KVAT,ESI and PF
- ❖ Knowledge in GST e-way bill processing
- ❖ Knowledge of preparing GST calculations in excel sheet.
- ❖ Assisting accounts manager for the reparation of balance sheet.
- ❖ Knowledge in co-ordination with auditors.