

# **JOSNA JOSEPH**

Email ID: [josnaj928@gmail.com](mailto:josnaj928@gmail.com) Professional profile GSM(India): +91-9562824470 , +91-8075880768

<b>PERMANENT ADDRESS</b> <i>Kumaroth House</i> <i>Near Priyadarshini Road</i> <i>Kumbalangi P.O</i> <i>Ernakulam (Dist.)</i> <i>Kerala -682007.</i>	<b>CAREER OBJECTIVE</b> To pursue a career in an esteemed organization holding a responsible position which would enhance my skills to work in a competitive environment and curve a winning edge for the organization.
<b>Personal Data</b> <i>DOB : 31.07.1991</i> <i>Age : 31</i> <i>Sex : Female</i> <i>Nationality: Indian</i> <i>Marital Status: Widow</i>	<b>EDUCATION</b> <ul style="list-style-type: none"><li>• Bcom (co-operation)</li></ul>
<b>LANGUAGES KNOWN</b> <i>Malayalam (R W S)</i> <i>English (R W S)</i> <i>Hindi (R W )</i>	<b>TECHNICAL SKILLS</b> <ul style="list-style-type: none"><li>• Soft wares - MS-office, Xenia etc.</li></ul>
	<b>PERSONAL SKILLS</b> <ul style="list-style-type: none"><li>• Ability to accept any challenge with an optimistic outlook.</li><li>• Teaming up with the colleagues and willingness to learn.</li><li>• Comprehensive problem solving abilities</li></ul>

## **ORGANIZATIONAL EXPERIENCE**

- **Worked as transaction processor in ACS at Info park ,Kakkanad (From 2009-2013)**  
Duties & Responsibilities - Transaction processor (Data Entry)
- **Worked as Accountant in Swastika Engineers at Tripunithura (From 2018-2021)**  
Duties & Responsibilities - Accounting work, Document preparation for GST R filling.
- **Working as Accountant in Anilco Engineers at Tripunithura (From 2021 on going)**  
Duties & Responsibilities - Accounting work, Document preparation for GST R filling

## **EDUCATIONAL QUALIFICATION**

	<b><u>Qualification</u></b>	<b><u>Year</u></b>	<b><u>Institute</u></b>
<b><u>Educational Qualifications</u></b>	Bcom (co - operation)	2017	ST. Joseph's College, Thoppumpady
	CLASS XII	2008	ST. Mary's College, Ezhupunna
	CLASS X	2006	O.L.H.S Kumbalangi

## **References:**

1. **Mr. Anil Kumar M S**

Managing Director

Anilco Engineers Private Limited

Mob.9388635303